Job Announcement: Development Manager

Overview
We are looking for an experienced Resource Development professional who is excited to collaborate with COFI staff and POWER-PAC IL parent leaders to build the organization’s financial resources to support these critical organizing efforts.

Who We Are
COFI is a 25-year-old nonprofit organization created to build the power of low-income parents of color to influence and change the public policies that most impact them and their families. COFI’s innovative leadership development and community organizing model, The COFI Way of Family Focused Organizing, has helped engage 5,000 low-income parents of color in a wide range of racial, gender, and economic equity campaigns, gaining significant advances for children and families, including:
- Winning the restoration of recess and eliminating zero tolerance policies for Chicago Public Schools;
- Dramatically increasing access to and enrollment in early learning programs across Illinois; and
- Battling exorbitant municipal fines and fees that keep families stuck in poverty.

What You’ll Do
In partnership with the Executive Director, you will:
- Create and execute projects and partnerships that support and enhance COFI’s fundraising efforts;
- Manage research, data tracking, writing, reviewing, and submitting of all foundation, corporate, and government grant proposals and reports, including maintaining the tickler of grant deadlines;
- Recruit, cultivate, retain, and upgrade individual donors, via donor appeals and events;
- Build and maintain relationships and support retention of donors and funders; and
- Support strategic planning and other projects, as needed, like a fundraising training for parent leaders.
Who You Are
Candidates who will be successful in this job will have five to seven years of experience in nonprofit fundraising, other nonprofit work, and/or community organizing, with at least three years working in fundraising, and will excel in:

- **Relationship Building** – You are a team player with strong interpersonal skills. You can build and maintain relationships with funders and donors, collaborate with staff, and connect with a diverse groups of parent leaders.
- **Organization and Communication** – You are equipped with strong organizational and communication skills, including the ability to listen actively.
- **Adaptable and Willing to Pitch In On a Wide Range of Tasks** – This is a one-person department and the job includes everything from list management to data tracking to broader strategic planning.
- **Strategic Thinking** – You think and act strategically and can create plans to reach individual donors and potential Foundation partners.
- **Commitment to Social Justice** – You have knowledge, understanding of, and commitment to the empowerment of Black and Brown families to address inequities.

Requirements

- Bachelor’s Degree or equivalent.
- Must be able to work in a fast-paced, high-energy environment, deal with emergent issues, and juggle multiple projects. Possess a high level of energy and be self-motivated.
- Be able to maintain the confidentiality of privileged information.
- Ability to research, collect, and interpret data.
- Bilingual in Spanish and English is desirable, but not required.

What Else You Should Know
This full-time position is a professional position and exempt from the Fair Labor Standards Act. You will report directly and work closely with the Executive Director. The starting salary range is between $51,000 and $60,000 annually, depending upon your experience. We have generous family-friendly benefits which include health, disability, life, 403(b) with employer match, paid time off, flex benefits, and optional vision and dental.

To Apply
Please submit a resume, cover letter, and completed COFI Application Form to applications@cofionline.org. Applications that don’t include all three of these items will not be considered. COFI Application Forms available at www.cofionline.org/jobs.