



1011 Lake Street, Suite 403
Oak Park, Illinois 60301

Development Director

POSITION SUMMARY: You love meeting new people and listening to their stories. Making connections is natural for you. The idea of inviting others into the work of L'Arche through their financial support excites you. You thrive in a highly collaborative environment. You are gifted at building relationships and want to share the gifts of people with intellectual disabilities. You are forward-looking, ready to work to gather the support needed to help L'Arche to grow. You have innovative ideas and a strong sense of initiative. People like your sense of humor and your entrepreneurial spirit. Your personal mission and purpose are driving your choices and activities. You have a strong desire to help us all learn to welcome difference and celebrate the gifts of each person. This profile fits you? Then join our team!

KEY RESPONSIBILITIES

- Craft an innovative development plan that includes new and existing fundraising strategies, priorities, and timelines.
- Nurture donor relationships by meeting and soliciting existing donors as well as identifying and cultivating new donors.
- Explore potential new church, civic, and corporate donor relations, including new local business relationships for in-kind and financial support.
- Research and apply for grants with new or existing foundations to L'Arche.
- Coordinate existing grant proposals and reporting requirements.
- Leverage L'Arche's fundraising database to find and develop data-related measurements and goals as well as maintain its donor entries to be accurate and processed effectively.
- Lead our three annual signature fundraising events.
- Create a development team with members of the Board of Directors to effectively harness L'Arche's donor potential.
- Facilitate staff, board and volunteer participation in fundraising efforts through the cultivation of a philanthropic culture within L'Arche Chicago.

REQUIREMENTS FOR THE ROLE

- Embraces the mission and values of L'Arche.
- Excellent oral and written communication. A good storyteller.
- Ability to build relationships with a diverse range of people.
- Accurate and attention to detail.
- Highly collaborative style; ability to serve as a unifying force.
- Self-starter and flexible; able to work independently and entrepreneurial; enjoys creating and implementing new initiatives.
- Experience with an email automation service, a website publishing platform, a donor database, and social media management strongly preferred.

HOW TO APPLY: Applicants should submit a resume and cover letter expressing interest in the position along with three references to [hiring@larchechicago.org](mailto: hiring@larchechicago.org).