



## Position: Development Director, Midwest

*Last Updated: January 4, 2010*

### Position Summary:

The Development Director – Midwest is responsible for regional fundraising activities, including major gift solicitation, the regional and college chapter program, special events, and working strategically with other regional development directors within the organization. The Development Director will report directly to the Vice President of Chicago, with whom he/she will work closely on all fundraising activities.

**Reports to:** Vice President of Chicago

**Salary:** Open

**Type:** Full-time - Experienced

**Start date:** Immediate

**Location:** Chicago, IL

### Primary Purpose and Function:

In collaboration with the Vice President of Chicago, The *Director of Development* will enhance the mission and vision of buildOn by implementing and maintaining a comprehensive development program to meet annually increasing revenue goal.

### Principal Duties:

Responsibilities include, but are not limited to:

- Identify, cultivate, solicit, secure and steward new/existing-funding resources (incl. in-kind).
- Design, implement and/or maintain innovative fund-raising programs activities, corporate and foundation partnerships and major gifts.
- Design and implement donor recognition programs and appropriate marketing strategies.
- Manage all regional special events including, buildOn Chicago Breakfast
  - Manage and further expand the buildOn Chapter Program
  - Further expand the buildOn Team Fundraising and Small Gifts Program
  - Manage and further expand the Chicago Junior Board
  - Cultivate and expand our volunteer base
  - Work with VP of Chicago to identify and cultivate individual and corporate major gifts prospects
- Create and maintain positive relationships with program staff and work with them to achieve development goals, including relationship management and reporting

### Education/Experience:

- At least 5-7 years of successful experience securing funding from individuals and corporations.
- Knowledge of corporate relations, individual donors, special events and major gifts highly desirable

- Solid public speaking and presentation skills
- Excellent writing, editing, verbal, interpersonal and group communication skills
- Ability to plan and implement concurrent projects
- Ability to work effectively in a fast-paced, team environment
- Bachelor degree required

**About buildOn:**

buildOn is a not-for-profit organization that engages primarily urban youth through after-school programs as well as in their classrooms. buildOn integrates global education presentations into social studies classes and its after-school programs enable students to perform extraordinary community service projects in the U.S. while helping to build schools in developing countries around the world.

buildOn has programs in schools in New York, Connecticut, Michigan, Pennsylvania, Illinois and California. buildOn students in the U.S. have contributed over 548,047 hours of service, working with elders, the homeless and young children in need. 97% of the high school students in the U.S. that buildOn has worked with over the last four years have gone on to college.

Since 1992, buildOn's School Construction Program has overseen the building of 332 schools in rural communities of developing countries around the world. In addition, buildOn provides adult literacy and community development through its Community Education Program.

**Contact:**

Fax or email a letter of interest, resume, and salary history to:

James Liebertz

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buildOn is an equal opportunity employer committed to providing its employees with a work environment that is both challenging and rewarding. For additional information, please visit our website at [www.buildOn.org](http://www.buildOn.org)