



Illinois Coalition Against Domestic Violence

ONE VISION. ONE VOICE.

EMPOWERING WOMEN. EXPANDING AWARENESS. ERADICATING VIOLENCE.
Serving Victims of Domestic Violence Since 1978

January 14, 2010

The Illinois Coalition Against Domestic Violence has a part time position available for Director of Development. The position will remain open until filled.

ICADV is searching for an experienced professional with a proven record of creative and innovative campaigns increasing private and public resources for non-profit agencies. ICADV is an Equal Opportunity Employer and encourages women and men of various backgrounds to apply. Skills in word processing, spreadsheet development, and utilization of Internet resources are required.

If interested, please submit a cover letter, resume and three references by email. No phone calls please. Send your application materials to Vickie Smith, smith@ilcadv.org

Illinois Coalition Against Domestic Violence

Job Description: Director of Development

Classification: EXEMPT

Supervisor: Executive Director

The Director of Development reports to and is evaluated by the Executive Director. This position is responsible for creating an annual plan for resource development in consultation with the Executive Director and the Executive Committee of the Board.

Primary Responsibilities include but are not limited to:

1. Provide direction and coordination for resource development and revenue generating initiatives including strategies for individual donor, corporate and foundation support for ICADV initiatives;
2. Cultivation and maintenance of philanthropic relationships;
3. Develop and oversee ICADV communications plan;
4. Assist ICADV member agencies with development of resource and communications planning tools.
5. Work in partnership with other ICADV staff, member agencies and others to meet the mission of ICADV;
6. Work in conjunction with Director of Operations to develop and implement social marketing and media relations for ICADV;
7. Other duties as determined by Executive Director.

Requirements:

Comprehensive understanding of domestic violence; knowledge of the Illinois Coalition Against Domestic Violence or similar organization; proven experience in development of private and public resources for non-profit agencies; excellent oral communication and writing skills; willingness and ability to travel. Program or personnel management a plus. Must have ability to work in fast-paced, cooperative, non-smoking environment with a feminist based philosophy. Must be able to secure reliable transportation, including driver's license and proof of insurance if necessary when travel is required. ICADV is an Equal Opportunity Employer.