



POSITION TITLE: Development Director

REPORTS TO: President / Executive Director

CLASSIFICATION: Full-time, exempt

COMPENSATION: Commensurate with Experience

Please submit cover letter and resume to Jenni Rook, Executive Director jrook@thrivecc.org.

Thrive Overview: The Thrive Counseling Center, LLC is a 501(c)3 organization treating mental and behavioral health clients in the near west suburbs of Chicago. The organization is run with a focus on three key tenets of care delivery, excellent **people**, efficient **processes**, and a focus on **patient services**.

Job Purpose: A member of the senior leadership team and reporting to the President/Executive Director, the Development Director is responsible for the leadership, direction, and management of Thrive Counseling Center's Philanthropy department, overseeing all fundraising and marketing initiatives. The Director will be responsible for planning, executing, and achieving contributed income goals for Thrive through the annual fund, corporate and foundation support, special events, and major gifts.

Essential Job Functions/Responsibilities

- Direct all fundraising activities on behalf of Thrive, including direct mail appeals, Board giving, special events (annual Spring Benefit in addition to targeted fundraising and stewardship events throughout the year), grant writing and funder relationship development, major gifts, gifts processing and stewardship
- Collaborate with senior leadership to assist the Executive Director in fulfilling the agency's mission and vision, and in expanding the organization's capacity.
- Create and implement strategic plans to achieve short- and long-term goals for the department.
- Identify, qualify, cultivate, solicit, and steward major and multi-year gift prospects.
- Identify new sources of support for ongoing sustainability and future special projects.
- Supervise, train, and mentor staff/volunteers supporting the development department.
- Serve as an articulate and enthusiastic spokesperson during events and functions inside and outside Thrive
- Actively participate in and play a leadership role as appropriate at donor events, Board meetings, and Committee meetings.
- Oversee agency's communication strategy including newsletter, print media, website and social media strategy.
- Manage the use of Thrive's donor database.
- Establish and maintain strong relationships with Board members, donors, foundations, prospects, and other relevant constituency groups.
- Manager the Executive Director's portfolio of donors: develop cultivation strategy, ensure proper stewardship, and schedule meetings for the ED.
- Advise, train, and motivate the Board, including managing the effective use of Board

committees, in support of the agency's fundraising priorities.

- In partnership with the Executive Director and Board leadership, identify and recruit members of the Board of Directors.
- Work with the Finance Director to oversee the development department's budget.
- Monitor and report on annual fundraising goals and annual expense budgets to staff leadership, the Resource Development and Executive committees, and the Board of Directors.
- Collaborate with Development Associate on grant applications and guide strategy/case for support, engaging the Clinical Director and other members of senior leadership accordingly.
- Other duties as assigned

Accountability:

- Reports directly to President/Executive Director.
- Will adhere to the policies and procedures of the Agency.

Qualifications:

- Ability to cultivate, solicit, and steward donors in ways that lead to deepened and authentic engagement.
- Experience building trust and rapport with boards and volunteer leadership, effectively inspiring and supporting new levels of engagement with fundraising activities.
- A positive and authentic approach to relationship-building, and an evident enthusiasm for spending time out of the office visiting with donors and prospects on behalf of the agency.
- A high degree of initiative, confidence, and energy to achieve and exceed goals.
- Strategic thinking and orientation.
- The ability to anticipate organizational needs and effectively address emergent issues, multiple projects, and diverse constituencies simultaneously.
- A demonstrated ability to mentor staff, build teams, and enhance the professionalism of development staff and processes.
- Excellent verbal and written communication skills with the ability to serve as a key spokesperson for the agency.
- Significant experience with Moves Management and cultivating donors to higher levels of giving.

Competencies: To perform the job successfully, an individual should demonstrate the following competencies.

- Analytical - Synthesizes complex or diverse information; Collects and researches data/best practices; Uses intuition and experience to complement data.
- Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities;
- Strives to continuously build knowledge and skills; Shares expertise with others.
- Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.
- Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Physical Demands:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to talk and hear.
- The employee is frequently required to use hands to key, handle, or feel and reach with hands and arms.
- The employee is regularly required to sit, stand and walk.
- The employee must occasionally lift and/or move up to 20 pounds.

Work Environment:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The position description should not be construed to imply that these are the only duties, responsibilities, and qualifications for the position. Incumbents may be required to follow any additional related instructions, acquire related job skills and perform other related work as required.