

Position Announcement

CENTER FOR TAX AND BUDGET ACCOUNTABILITY SEEKS FUNDRAISING PROFESSIONAL

The Center for Tax and Budget Accountability (CTBA) seeks a results oriented fundraising professional to grow the organization's capacity to fulfil its mission of fostering social and economic justice through advancing fact-based public policy solutions. The individual selected will join a collegial, highly skilled team based in Chicago, Illinois.

RESPONSIBILITIES

General

- Organize and implement the CTBA's annual giving campaigns
- Provide leadership to identify, cultivate, solicit and steward major gift prospects and donors, including foundations and individuals
- Develop and implement plans to communicate and market the mission and products of CTBA, and enhance its fundraising results
- Staff the executive director and the Board of Directors in fundraising and cultivation activities
- Staff the Development Committee

Specific

- Identify short and long-range funding needs and develop and implement an overall fundraising plan
- Develop annual fundraising goals and objectives for individuals, foundations, organizations and special events.
- Identify, cultivate, solicit, and steward relationships with prospects and donors
- Support and assist in the identification and development of project-specific grants
- Implement a tracking system to move donors from initial gifts to major gifts
- Develop effective reports to oversee, track, monitor and evaluate all phases of the fundraising and marketing plans
- Provide quarterly narrative and statistical fundraising reports to the Executive Director and the Board
- Recruit Board members to identify and solicit a portfolio of prospects and donors
- Write accurate and timely reports required by foundations and other donors
- Report fundraising progress to date at all Board meetings
- Increase the organization's annual revenue above current levels

Qualifications

- Minimum three (3) years of verifiable, successful development experience
- Knowledge of Chicago, Illinois and national philanthropic communities
- Excellent interpersonal, organizational, verbal and written communication skills

- Strong leadership qualities
- Personal integrity
- Ability to inspire confidence and trust
- Familiarity with fundraising software, word processing and spreadsheet programs
- Ability to be self-directed and contribute to team effort while managing multiple, simultaneous tasks
- Ability to maintain a flexible, externally focused work schedule
- Advanced degree a plus
- Marketing and communications experience a plus

Compensation \$45,000 - \$55,000 annually, commensurate with experience
References required

Please submit resume and salary requirements to Tracy Schonberger, CTBA's Administrative Director, via email at tschonberger@ctbaonline.org