

**Chicago Alliance Against Sexual Exploitation
Development Manager, Special Events and
Donor Relations**



Function: The Development Manager, Special Events and Donor Relations is primarily responsible for creating, administering and implementing CAASE's development plan, specifically initiating, planning, and executing CAASE's fundraising and development events. This role is managed by the Executive Director, is a key member of the Development Team, and requires close collaboration with CAASE's Board of Directors.

Special Events:

- Maximize the value of CAASE events by identifying new event opportunities and expanding the capacity of current annual events.
- Work with Executive Director to develop annual events strategy, maintain execution calendar.
- Provide primary staffing to Board fundraising and event committees.
- Manage all aspects of event planning and execution, including creating event themes and programming, recruitment of program speakers, recruitment of corporate sponsors and individual donors, registration or ticket sales, venue logistics, and vendors.
- Manage and coordinate annual appeals, including direct mail and digital marketing campaigns.
- Lead pre-event fundraising and campaign meetings, event host committee meetings and all other event related discussions.
- Recruit and lead Board of Directors event host committees.
- Lead post-event debriefs and collect and analyze feedback from staff, board members, and guests to make recommendations for improving future efforts.
- Develop a consistent event follow-up strategy, and execute follow-up communications, including thank-you templates, acknowledgments, cultivation materials, and other collateral.
- Build a development events resource hub, with curated resources on partners, vendors, event best practices, samples, templates, and protocols.
- Assist in preparation of fundraising progress reports for CAASE's Executive Director and Board.
- Serve as primary relationship manager for Young Professionals Board (YPB), supporting YPB events and cultivating their involvement in CAASE's campaigns and events.

Donor Relations

- Utilize events as part of overarching donor engagement and stewardship initiatives, and recommend events (type, location, size) to cultivate and steward specific donor groups.
- Collaborate with the Executive Director to establish annual and monthly goals for donor engagement.
- Lead planning and execution of donor engagement and stewardship events, including donor appreciation and cultivation events, small group educational programs, and house parties.
- Develop and implement strategies for solicitation to grow annual revenue from individual donors.
- Oversee accuracy of constituent management system (eTapestry) and maximize the mining of donor information within the database to enhance fundraising efforts.

- Develop and manage a portfolio of current and prospective donors, maintaining detailed records on research, cultivation, solicitation and stewardship activities.
- Track and provide strategic guidance regarding CAASE's relationships with and outreach to individual donors.
- Conduct prospect research to identify new prospective major gift donors.
- Serve as secondary liaison (after Executive Director) to Board of Directors, supporting Board efforts to recruit individual donors.

Status: Full Time. Exempt.

Reports to: Executive Director

Education and Experience:

- A minimum of 3 years of experience and demonstrated fundraising success with an emphasis on cultivating, soliciting and stewarding individual donors.
- A minimum of 1 year of experience in event management, including managing staff and event volunteers.
- Previous experience fundraising for nonprofit violence prevention, and/or other human rights-related areas.
- Bachelor's Degree (preferred).
- Experienced in Microsoft Word, Excel, PowerPoint, and Google Suite (required).
- Knowledge of donor management software (required) (Blackbaud preferred).

Qualifications:

- Excellent interpersonal, written and verbal communication skills.
- Ability to work well under pressure, multi-task, establish priorities, meet deadlines, and follow through on assignments.
- Commitment to ending the perpetration of sexual exploitation in Chicago and Illinois.
- Commitment to feminist principles.

Organization Values: CAASE is a feminist organization, committed to ending all forms of sexual exploitation including specifically sexual assault and prostitution. CAASE is opposed to all forms and manifestations of inequality, including but not limited to those based in race, sexual orientation, and gender. CAASE does not discriminate against job applicants or employees on the basis of race, color, age, order of protection status, physical or mental disability, national origin, religion, sex, sexual orientation, gender identity, national origin, ancestry,, marital status, military status, or unfavorable discharge from military services. CAASE supports a woman's full access to reproductive health information and services.

Salary and Benefits: CAASE provides a competitive benefits package, including health, dental, vision, short-term disability insurance and paid time off. Salary mid-fifties, negotiable depending on experience.

How to Apply: Applicants for this position are expected to provide a cover letter, resume, and writing sample (further instructions below) to Kaethe Morris Hoffer, kmh@caase.org. No phone calls please.

Writing Sample Requirements: Writing sample must be no longer than 1 page (600 words) and must be formatted as a fundraising appeal for one CAASE program area. The sample must convey compelling information about CAASE's work and mission, and contain a clear call to action.