



Director of Development and Engagement
Position Description
December 13, 2019

Position Summary

Landmarks Illinois (LI) seeks a dynamic, creative and driven individual to be its Director of Development and Engagement (DDE), a leadership position with a direct reporting relationship to the President & CEO. The DDE will manage and enhance LI's existing development and engagement programs in partnership with two direct reports, the Membership Manager and the Events Manager, and provide strategic leadership in order to diversify, strengthen and grow LI's base of support with a focus on individual, corporate, and foundation major gift donors.

Starting from a strong financial and programmatic position, LI is embarking on a visionary 50th Anniversary strategic planning process with the ambitious goal to create the preservation organization of the future; one that is relevant and welcoming to new and diverse audiences and is a leading model among preservation organizations nationwide. The DDE will partner closely with the President & CEO and other key stakeholders to leverage this opportunity in order to inspire, engage and solicit donors in service of this goal. The DDE will also assess and work with stakeholders, including the Events Manager, to help create more balance among revenue sources. Currently, over one-third of annual revenue derives from a single, very successful fundraising and engagement event. LI is excited to think creatively in reevaluating and reimagining its events, including launching new engagement opportunities while closing out others.

The Director of Development and Engagement will be committed to LI's mission and organizational values, possess superior interpersonal and communications skills, bring experience in driving and sustaining growth in contributed revenue, and have the ability to work effectively with a wide range of internal and external stakeholders including board members and philanthropists.

Landmarks Illinois

Landmarks Illinois is the state's leading voice for historic preservation. Through a wide range of programs, we give people the inspiration and the tools they need to

save the important places in their lives. We are an on-the-ground advocate, offering technical assistance, practical resources, small grants, education and endless support— all completely free of charge. We promote preservation, restoration and adaptive reuse of buildings and sites of many types in order to leverage our past to create a better future. Together, **we are people saving places for people.**

Landmarks Illinois is a registered 501(c)3 organization founded in 1971.

Duties and Responsibilities

Cultivate a Successful Development Program

- Responsible for the identification, cultivation, solicitation and stewardship of individuals, foundations and corporate donors statewide to meet fundraising goals.
- Prioritize the growth of major gifts through individuals, corporations and foundations by building a ladder of giving to move donors from initial gifts to major gifts.
- Create an appropriate strategy for promoting and growing LI's planned giving program.
- Facilitate an annual wealth screening for added donors.
- Analyze and develop effective development reports, mechanisms, and systems including supervising accurate data entry and record keeping by Membership Manager to track, monitor, and evaluate all phases of the fundraising plans.
- Ensure LI maintains the appropriate software to manage its donor database. LI currently uses DonorPerfect for donor and donation information management and DonorSearch for financial capacity screening.
- Identify, assess, present, and implement new development trends that have a positive return on investment.

Planning and Budgeting

- Assess short- and long-range funding needs with LI staff and develop and implement the overall fundraising strategy and work plan to meet those needs.
- Develop annual fundraising goals and objectives, specifying amounts to be raised from individuals, corporate and foundation support, and other constituencies.
- Work with the President to prepare and manage relevant areas of the budget and ensure compliance with funding source guidelines and deadlines.

Donor and Stakeholder Engagement

- Serve as a creative thought leader on how to advance Landmarks Illinois' relevance to, and engagement of, new audiences.
- Engage with donors and stakeholders through LI's culture of events and programs, and through surveys and other opportunities, to assess their satisfaction, identify improvements, and implement modifications.
- Manage monthly VIP tours in collaboration with the President & CEO and Office Manager.
- Oversee donor communications that support the fundraising program and engagement and stewardship of donors, including fundraising collateral, and acknowledgement and recognition in collaboration with the Membership Manager.

Board and Staff Engagement

- Establish and cultivate a collegial relationship together with the President and act as a partner and leader with her toward the growth of Landmarks Illinois.
- In conjunction with the President, provide leadership support to the Board of Directors toward the development of financial resources and to build a broad base of financial support for the organization's long term fundraising efforts.
- Support and provide leadership to the President, board members, the Resource Development Committee, staff and volunteers in fundraising activities, including training, cultivation, solicitation and stewardship activities.
- Assist in the identification of prospective board members and participate in the board development process.
- Staff the Resource Development Committee and its subcommittees, including providing assistance in identifying and cultivating honorees for the Legendary Landmarks Celebration and Real Estate and Building Industries Council Awards.

Personnel Management

- Manage two direct reports: the Membership Manager and Events Manager:
 - Support the Membership Manager in the organization and implementation of a membership, monthly giving, annual fund, and planned giving programs achieving sustainable growth;
 - Work with the Events Manager to identify, develop, implement and assess successful events for the purpose of introduction and cultivation of donors and organizational promotion;

- Establish rapport with direct reports to provide needed support, ensure accountability for job duties, and give recognition for achievements.
- Conduct annual performance evaluations and recommend salary adjustments for direct reports to the President & CEO.

General Office Duties

- Contribute to the cultivation of a collaborative, curious, and innovative work environment with colleagues.
- Participate in Landmarks Illinois staff meetings.
- Maintain accurate and organized files of all activities.
- Complete and submit monthly timekeeper report, as well as vacation and sick time usage reports.
- Follow all Landmarks Illinois policies and procedures.
- Perform other related duties and responsibilities as required or assigned.
- Occasionally work evenings and on weekends.
- Occasionally travel throughout the state.

Qualities and Qualifications

- Bachelor's degree required; additional fundraising certification a plus.
- Five or more years of experience in fundraising, including demonstrated experience in securing major individual, corporate and foundation gifts. Experience that translates to the successful management of a small development shop is a plus.
- Solid knowledge of fundraising techniques and practices and personnel management.
- Superior interpersonal, organizational, planning, written and verbal communications skills.
- Ability to establish and maintain excellent working relationships with board members, donors, colleagues, and volunteers.
- A flexible team player, resilient and able to adapt to and thrive in a small office and adeptly and patiently "wear many hats" simultaneously. The DDE has limited administrative support provided by their direct reports and the Office Manager.
- An exceptional work ethic and track record of personal initiative and entrepreneurial thinking.
- Excellent computer skills and experience with donor management software.
- Personal interest and commitment to LI's mission.

Salary

Landmarks Illinois offers a competitive salary and benefits package. The salary range for this position is \$110,000 - \$130,000. Salary offer will be commensurate with experience and qualifications.

Application Instructions

The Director of Development and Engagement position will be open until the position is filled.

Please address a cover letter to Bonnie McDonald, President & CEO of Landmarks Illinois, and send with a resume to Julie Carpenter, Office Manager, at jcarpenter@landmarks.org.

Background materials including LI's organizational plans, financial documents, and case for support will be provided to candidates selected for second interviews. Final candidates will be asked to provide references and additional support materials.