



DIRECTOR OF DEVELOPMENT POSITION DESCRIPTION

July 28, 2025

POSITION SUMMARY

Landmarks Illinois (LI) seeks a driven, innovative, collaborative and experienced development professional to serve as Director of Development (DD) at a pivotal and exciting organizational moment. We are implementing our five-year Transformational Plan, a strategy illustrating LI's thought leadership in the preservation field. The successful candidate will be enthusiastic for the opportunity to design an innovative and principled fundraising program in a thoughtful, supportive and dynamic environment.

The DD will research, design, implement, and assess a strategic fundraising program in partnership with other team members to support our transformational work. Our focus is sustainable diversification and growth of LI's support base by leveraging opportunities for individual, corporate, foundation, government giving and earned revenue.

Landmarks Illinois is an equal opportunity employer and fights for and models justice, equity, diversity, inclusion and accessibility. Our [guiding principles](#) outline our code of conduct and terminology. This position reports to the President and CEO.

SALARY AND BENEFITS

Landmarks Illinois is offering a \$125,000 salary for this position, as well as a generous benefits package including premium health, dental, vision and life insurance coverage, vacation and sick time, up to three months of paid caregiver leave and transit benefits.

WORK ENVIRONMENT

Flexible schedule including remote work, in-person at our Chicago-based office in the Willis Tower, or a hybrid work arrangement. All team members are asked to attend the staff meeting in person every other week.

ORGANIZATIONAL BACKGROUND

Landmarks Illinois is the state's leading voice for historic preservation with a mission to accelerate preserving and reusing significant places statewide to foster healthy, livable and thriving communities. We envision preservation becoming an accessible, equitable and effective tool supporting strategic, community-driven revitalization.

To achieve this vision, LI is focusing on four priorities: Inclusive Preservation, Community and Economic Development, Housing Access, and Climate Change Mitigation.



Through a wide range of programs, we give people the inspiration and the tools they need to save important places. We are an on-the-ground advocate, offering technical assistance, practical resources, small grants, education and endless support— all completely free of charge. Together, **we are people saving places for people and with people.** [Landmarks Illinois](#) is a registered 501(c)3 organization founded in 1971.

POSITION DUTIES AND RESPONSIBILITIES

Planning and Budgeting

- Sustainably grow and diversify LI's support base by leveraging opportunities for individual, corporate, foundation and government giving.
- Design and implement a strategic fundraising plan and program in collaboration with the team to support our transformational work. Annually review and adjust the plan incorporating relevant development trends.
- In collaboration with relevant team members, develop detailed work plans to achieve fundraising goals.
- Assess, set, manage, and be accountable to short- and long-term funding goals.

Development Plan Implementation

- Identify, cultivate, solicit and steward individual, corporate, foundation and government donors to meet annual fundraising revenue goals.
- Design and implement a major gift moves management strategy.
- Engage contractors to assist with fundraising duties as the budget allows.

Donor Engagement

- Engage with existing and prospective donors to assess their satisfaction, identify improvements and implement modifications.
- With the Director of Communications, develop fundraising collateral and correspondence aligned with organizational branding and messaging.

Volunteer and Staff Engagement

- Train, engage and support LI volunteers and staff as organizational fundraisers and ambassadors to meet and exceed revenue goals.
- Collaborate with the Director of Events to inform event design as a donor cultivation and stewardship opportunity.
- Assist in the identification of prospective board and committee members and organizational honorees.
- Staff the Resource Development Committee and relevant subcommittees.

Personnel Management

- As the Development Assistant's supervisor, provide support and coaching to ensure accountability for job duties, and give encouragement and recognition.
- Conduct annual performance evaluation and recommend salary adjustments for direct reports to the Chief Operating Officer (COO).



GENERAL OFFICE DUTIES

- Responsible for understanding and implementing LI's plans, policies, guiding principles and procedures, including the professional handling of confidential donations and donor information.
- With LI staff, maintain a professional, respectful and collaborative environment.
- Attend staff, Board of Directors and Executive Committee meetings.
- Maintain accurate and organized records and complete required reports.
- Ability and willingness to work at weekday events. As needed and with advanced notice, to work at weeknight and the rare weekend event.
- May be required to move equipment weighing up to 20 pounds.
- Other duties as assigned.

QUALIFICATIONS AND QUALITIES

- 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.
- Bachelor's degree in a related field is preferred. Additional fundraising certification will be considered a plus. In lieu of a degree, demonstrated experience in the aforementioned areas and pertaining to the position duties and responsibilities is welcome.
- A flexible team player, resilient and able to adapt to and thrive in a small office with limited administrative support.
- Ability to establish and maintain excellent working relationships with board members, donors, colleagues, and volunteers.
- Strong interpersonal, organizational, planning, written and verbal communications skills.
- General computer skills including familiarity with Microsoft Office, virtual meeting platforms, donor and/or contact management software, and cloud-based fundraising and workflow tools. Desirable qualifications would be experience with DonorPerfect, Slack, RingCentral, One Cause and Give Smart.
- Familiarity with accounting, budgeting and general financial management is helpful, but not required.
- Adhere to process protocols and apply established protocols in a timely manner.

APPLICATION INSTRUCTIONS

To apply for LI's Director of Development position, address a cover letter to Bonnie McDonald, President and CEO of Landmarks Illinois, and email it with your resume to Startecia Thomas, Administrative Consultant, at assistant@landmarks.org. The Director of Development position will remain open until the position is filled.