

## **Care for Real Development Manager**

**Reports to: Director of Development & Communications**

**Date:** December 2023

**Status:** Full-time

Care for Real's mission is to foster a healthy and equitable community by helping vulnerable neighbors overcome food insecurity with dignity. Through locations in Edgewater and Rogers Park, CfR provides food, clothing, pet food, referral, and additional services to improve the health and well-being of low-income residents to foster a stronger, healthier, equitable, and more stable community. Visit <https://careforreal.org> to learn more about Care for Real's programs and impact.

Care for Real is an equal opportunity employer. Care for Real is committed to building a culturally diverse and pluralistic team representative of the communities which we serve. BIPOC/ALAANA\* identified individuals, transgender and gender-nonconforming people, people from poor and working-class backgrounds, and individuals with disabilities are encouraged to apply.

\*Black, Indigenous, and People of Color

\*ALAANA: African, Latinx, Arab, Asian, Native American

### **Position overview:**

Development Manager/Coordinator

### **Essential duties and responsibilities include:**

- Responsible for all Development events including an annual Community Celebration, Donor Receptions, Fundraising Events, and additional meetings and events.
- Partner with the Director of Development & Communications on mailed and digital solicitations and campaigns.
- Manage Care for Real's annual donor thank-a-thon and assist with other donor and funder stewardship efforts.
- Craft custom acknowledgement letters and regularly update general acknowledgement communications in partnership with the Development Associate.

- Assist Development team with grant writing, reports, research, meeting preparation, presentations, website updates, donor profile management, gift processing, and collateral material development as needed.
- Serve as the point person for designing, writing, printing, and posting on-site signage and all internal communications collateral materials.
- Co-develop and manage the annual Development & Communications Plan with the Director of Development & Communications
- Contribute to social media content by capturing photos, videos, and quotes.
- Lead donor tours, attend community events, and connect with prospective donors as needed.
- Partner with Program & Partnerships Manager to identify potential partners and sponsors.
- Support Executive Director and Development Director with donor meeting preparation.
- Help with client-facing programs as needed.

**Additional responsibilities include:**

- Efficiently manage multiple work assignments and prioritize work in a fast-paced environment
- Ability to know when to ask questions or to clarify work processes and to anticipate hurdles and where to go for help
- Ability to problem solve and to document problems and resolutions
- Ability to take initiative and complete projects independently when appropriate, but also collaborate and contribute to team efforts
- Other duties as assigned

**Job Requirements:**

- Excellent communication skills and comfort in working in a changing environment with a diverse group of people
- Strong communication, relationship management, and organizational skills
- Demonstrates professionalism
- Punctual and dependable
- Able to work weekends and evenings as needed
- Flexibility and enthusiasm for managing a wide variety of tasks, projects, and responsibilities
- 2-5 years of experience in fundraising, nonprofits, and/or events
- Bachelor's degree in communications, marketing, or equivalent experience

**Benefits and Compensation:**

Care for Real is proud to offer a team-oriented and supportive workplace culture. Some of the benefits we offer full-time employees include:

- Health and dental insurance
- Vacation and sick time
- 10 paid holidays per year
- 401(k) retirement plan with employer match
- Short-term and long-term disability coverage

The pay range for this position is \$52,000 - \$54,000 commensurate with experience and skillset.

### **Care for Real's Environment**

Able to sit and stand for extended periods of time, bend, stoop and lift up to 50 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform these duties.

Care for Real is a smoke, drug and gun-free environment. We are proudly an Equal Opportunity Employer; employment decisions are made in a non-discriminatory manner, without regard to race, ethnicity, creed, religion, color, gender, sexual orientation, gender identity or expression, age, national origin, citizenship status, military service, marital status, orders of protection, handicap, disability or any other factor determined to be unlawful by federal, state, or local statutes.

### **TO APPLY:**

Submit resume and cover letter to [careers@careforreal.org](mailto:careers@careforreal.org)

Please include Development Manager in the subject line of your e-mail. Incomplete applications will not be accepted. No phone calls please.

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