



Position Opening

Full-time Assistant Director of Development

Contact: Christie Trifone-Simon, 815-858-9100

POSITION SUMMARY

With 10 employees and an organizational budget of over \$600,000, JDCF believes that by preserving our natural and cultural heritage now we will have these wild places to share with the future generations. Working alongside an exceptional Board of Directors and executive leadership, JDCF preserves land for the lasting well-being of people and wildlife in Northwest Illinois.

The Assistant Director of Development will be at the center of it all, working to support the critical mission of JDCF. The ideal candidate must possess keen intelligence, excellent verbal and written communication, high-quality computer skills, and excellent calendar management experience.

RESPONSIBILITIES

Responsibilities of the position include, but are not limited to the following:

Divisional/Administrative Responsibilities

- Coordinate schedule for fundraising leadership and provide preparation support, including advance reading and presentation production, for internal and external meeting, including executive and donor meeting.
- Assist in planning for and executing logistical and administrative aspects of staff or department meetings.
- Coordinate Development's participation in communications products such as the newsletter and the annual report.
- Manage acknowledgment process for membership, corporate giving programs, and some major donor work.

Fundraising Support

- Ensure that all relevant information about donors and prospects in the portfolios s/he supports is entered and updated in DonorPerfect, and generate regular reports (e.g., mailing lists, membership reports and portfolio giving history).
- Review all revenue and solicitation reports to ensure that they accurately capture fundraising activities.
- Assist with the development and finalization of high-quality proposals and concept papers and reports. Help identify opportunities for specific donor stewardship and outreach around JDCF priority programs.
- Produce appeal and special program request mailings to donors in membership and appropriate prospects and draft correspondence as needed.
- Perform related duties as assigned.

WORKING CONDITIONS

- 40 hours a week with some flexibility required to accommodate night and weekend meetings occasionally
- This position is based in Elizabeth, IL
- Normal office environment
- Occasional travel may be required

QUALIFICATIONS

Required

- 3+ years of related work experience
- Proficiency in database operations, Microsoft Office applications, and basic computer operations
- Excellent communication skills and the ability to manage multiple processes at a given time
- Must be organized with strong attention to detail, proofreading skills, and the ability to work independently and within a team framework
- Ability to function well in a multicultural, diverse, and fast-paced work environment
- Ability to work effectively and lead volunteer committees

Preferred

- A Bachelor's degree or up to four years of college-level work
- Experience with fundraising and development in a NGO
- Familiarity with DonorPerfect or other donor management or CRM software
- Interest in environment and conservation efforts

Compensation

\$45-\$51,000 plus benefits including paid time off, discretionary bonus, retirement and flexible scheduling.

Jo Daviess Conservation Foundation's Core Values

We expect that all employees will embrace the values of our organization.

- **Community:** Activating communities behind unique conservation models that benefit land, water, and people
- **Innovative Leadership:** Leadership that combines different styles to influence others to produce creative ideas, products, and services
- **Organizational Excellence:** Delivering sustained superior performance that meets or exceeds stakeholder expectations.
- **Passion:** An enthusiastic, wholehearted commitment to conservation
- **Perpetuity:** Funding conservation efforts that will endure and benefit generations to come
- **Public Trust:** The confidence vested in JDCF who legally owns conservation lands and holds conservation easements for the benefit of the public