



Development Manager

Do you believe everyone should have good health care?

Do you enjoy planning events and inspiring volunteers?

Are you a detail-oriented people person?

The Development Manager role at CommunityHealth is a unique opportunity to apply your skills to helping ensure quality health care for all.. while working in a flexible, friendly, multicultural environment where everyone is passionate about the same goal.

The Opportunity

CommunityHealth seeks to hire a full-time Development Manager. Under the supervision of the Director of External Affairs, the Development Manager will oversee a wide range of fundraising activities with particular focus on event planning, support the Associate Board and other fundraising committees, and supervise one full-time staff member (Development & Communications Coordinator).

Responsibilities

Fundraising:

- Identify, cultivate, solicit, close and steward major gifts donors and prospects, in collaboration with the Director of External Affairs and CEO.
- Oversee execution of strategies for annual giving to the broad donor and volunteer pool.
- Achieve event fundraising goals through corporate sponsorship, individual sponsorship, ticket sales, open appeals, and other event fundraising activities.
- Steward relationships and manage donor/funder portfolio composed of both corporate sponsors and individual attendees/participants.
- Lead all strategy, planning, and implementation of the annual peer-to-peer online fundraising campaign to achieve initiative fundraising goal.
- Serve as chief fundraising liaison and provide staff support to Student-Run Clinics and other third-party fundraisers.

Management:

- Supervise Development and Communications Coordinator in their various areas of responsibility and evaluate their performance.
- Act as Associate Board (AB) liaison:
 - Maintain effective relationships with members.
 - Staff bi-monthly AB meetings.
 - Work with AB leadership to ensure completion of projects and new member recruitment/orientation.
 - Provide ongoing staff support of all AB activities.
- Staff the Development Committee; support the achievement of goals
- Recruit key community/business leaders to serve on All In Chicago volunteer committees and convene multiple event committees to meet event goals.
- Recruit speakers and community partners to develop programming for events.
- Conduct effective networking, relationship building, inspirational communications, and recognition to successfully steward volunteers.

Administration:

- Participate in the preparation and management of the departmental budget, as well as the monthly forecasting and reporting for the board of directors and finance committee.
- Manage all planning and logistical needs for the successful execution of in-person and/or virtual events.
- Create (in collaboration with graphic design team) and execute all communication efforts related to special events.
- Support the Health Education team in planning/executive of patient outreach/education events, as needed.
- Lead donor recognition, including but not limited to gift processing and acknowledgement, donor signage, fulfillment of sponsor benefits, website or social media posts, program ads, awards, etc.

Qualifications

- Relevant work experience, specifically event planning and project management, with a demonstrable record of success
- Superior oral/written communication skills and excellent interpersonal skills
- Superb relationship-building, networking, communication, and follow through skills
- Strong organizational and time management skills required, with outstanding attention to detail
- Proactive and creative problem-solving skills
- Proficiency with Microsoft Office (including Word, Excel, Powerpoint, and Outlook) required; website management, social media, and design experience are a plus
- LIFE EXPERIENCE: We know that many of your most character-building experiences do not show up neatly on a resume. Please use a cover letter to tell us why you would be a good fit for this job, focusing especially on those qualifications that do not appear on your resume.

Compensation

- The starting salary range for this position is \$52,000-\$57,000, dependent upon experience.
- CommunityHealth values wellness and work/life balance for our employees. To that end, we offer a wide range of benefits for employees, such as a hybrid in-person/remote work schedules, health insurance, retirement savings, a variety of opportunities for paid time off, and more. Read more about our [Total Rewards Package here](#).

To apply: Interested candidates should submit a cover letter and resume (NO PHONE CALLS) to:
Istarr@communityhealth.org

CommunityHealth is an equal opportunity employer and is committed to building a diverse team. Bilingual (especially Spanish or Polish speakers) candidates are strongly encouraged to apply for all positions at CommunityHealth. Our work environment is safe and open to all employees, respecting the full spectrum of race, color, religious creed, sex, gender identity, sexual orientation, national origin, political affiliation, ancestry, age, disability, genetic information, veteran status, etc.

NOTE: All employees are required to be fully vaccinated against COVID-19 and boosted when eligible as a condition of employment (or must obtain approval of a medical or religious exemption prior to start date).

About CommunityHealth

Founded in 1993, CommunityHealth is one of the largest volunteer-based health centers in the nation. We provide primary and specialty care, medications, lab testing, mental health services, and health education at no charge to low-income, uninsured and underinsured adults in Chicago. [Visit our website to learn more!](#)