



Women Employed

### Position Announcement: Development Officer - Institutional Giving

Women Employed (WE) is a 37-year-old advocacy organization whose mission is to improve women's economic status and remove barriers to economic equity. We are a leader in promoting fair employment practices, increasing access to training and education, and providing women with innovative tools to move into jobs paying family-supporting wages.

WE is seeking a Development Officer - Institutional Giving to lead the organization's efforts to identify and solicit corporate support and oversee the growth of the organization's annual fundraising event, *The Working Lunch* (TWL). She/he also coordinates the ongoing efforts of identifying and soliciting foundation and corporate support for unrestricted and program needs.

**Primary responsibilities:** Lead an annual campaign to secure corporate support, with TWL as primary vehicle and maintain excellent relationships with all corporate donors and sponsors; seek new avenues for relationships and support within such corporations. Recruit and build ongoing relationships with TWL table hosts and other volunteer leaders. With assistance from WE marketing staff raise the visibility of the TWL as a "must attend" event for professional women in Chicago. Manage TWL event logistics efficiently with support from staff (and consultants, as needed). Oversee the private and corporate foundation grant-seeking efforts in collaboration with program staff and with support from the development coordinator. Identify new corporate and foundation prospects through internal and external sourcing (e.g., board, staff, volunteers, current donors). Prepare donor communication materials related to TWL sponsorship, general corporate giving, and other related unrestricted support.

**Position requirements:** Bachelor's degree with at least three years of professional development experience and demonstrated experience in meeting fundraising goals. Excellent oral and written communications skills and planning and project management skills. Strategic ability to develop effective relationship-building and solicitation strategies for institutional prospects. Proven ability to develop and maintain effective working relationships with board members, volunteers, and staff. Proficient in fundraising software and information management. Energetic, positive can-do attitude, willing to be accountable for results in high-performance environment.

Women Employed offers positive staff environment and excellent benefits, including fully paid health and life insurance. Non-smoking office/building.

E-mail resume with cover letter to: [info@womenemployed.org](mailto:info@womenemployed.org), or mail to: Search Committee, Development Officer - Institutional Giving, 65 E. Wacker Place, Suite 1500, Chicago, IL, 60601. No telephone inquiries accepted. Women Employed is an equal opportunity employer; people of color strongly encouraged to apply.

*It's up to us.*