



JOB TITLE: Director of Advancement
LOCATION: Chicago (Midway Airport Area)
REPORTS TO: President/CEO
DATE: November 1, 2019

PODER is an immigrant integration center that prepares Spanish-speaking adult immigrants to seize opportunities in Chicago through integrated, tuition-free English education and job training programs. PODER's professional, disciplined approach ensures all students learn to understand and communicate in English to navigate daily life with confidence. Through workforce development initiatives, including our innovative Oprima-1 call center + staffing solutions company, candidates gain marketable job skills and certifications to prepare them for successful placements within Chicago's mainstream job market. PODER's supportive, professional environment empowers Spanish-speaking adults to build successful new lives in the United States.

POSITION PURPOSE:

In alignment with PODER's three year strategic plan, the Director of Advancement organizes, coordinates, and manages fundraising and communications, especially as they relate to PODER's \$3 million capital campaign. The position is responsible for cultivation, development and advancement of partnerships and relationships to increase PODER's visibility and financial resources while deepening impact. As a result of this position, contributions to PODER (cash, in-kind, pro bono) will increase thereby strengthening the organization's balance sheet and overall fundraising capacity. The position serves on PODER's leadership team, is a thought-partner to the CEO, and provides direction and accountability in the development of fundraising goals and objectives.

ESSENTIAL ACCOUNTABILITIES:

Capital Campaign

Serve as PODER's capital campaign champion by successfully:

- Coordinating and executing \$3 million campaign to include strategy, communication, prospect pipelines and tracking (research/identification/follow-up), task assignment, timeline maintenance
- Prepare key messaging, presentation materials in coordination with Board of Directors
- Maintain campaign calendar to maximize cultivation, keeping stakeholders informed
- Schedule check-in calls, meetings for BOD, staff, volunteers
- Prepare pledge payment reminders, agreements
- Collect and coordinate payment processing
- Acknowledge campaign gifts and pledges

Strategic Partnerships

- Represent and advocate for the organization on community boards and business groups
- Foster innovative partnership development with local businesses, organizations, and educational institutions for business development, fundraising, awareness, and student recruitment

- Attend meetings to represent and advocate for the organization in the areas of adult education and workforce development

Development

- Write grant proposals and submit reports to private and public funding sources
- Develop and execute an annual fundraising plan
- Use research, data, and analysis to anticipate major funding changes and create advancement strategies to position PODER ahead of competition
- Support CEO in the management of existing funder relationships and cultivation of new prospects

Communications

- Lead PODER's marketing and communication efforts including social media
- Ensure PODER branding is consistently used internally and externally

General

- Provide leadership, direction and accountability in the development of goals and objectives in line with the three-year strategic plan
- Recruit and evaluate performance of volunteers and interns
- Manage projects and coordinate staff roles according to RACI
- Maintain records and budgets, in coordination with CEO and office manager
- Attend regional and statewide meetings and conferences when appropriate
- Attend professional development and networking opportunities

KNOWLEDGE, SKILLS, and ABILITIES:

- Knowledge of adult education and workforce regulations (preferred)
- Excellent organizational, analytical and project management skills
- Ability to travel locally and periodically out-of-state to participate in meetings, conferences, and other activities

LEADERSHIP and COMMUNICATION SKILLS:

- Ability to communicate effectively (verbally, written in English/Spanish required) with diverse external stakeholders, internal staff as well as prospective and current student population
- Strong interpersonal and communication skills
- Serve as brand ambassador to internal and external stakeholders

EDUCATION, EXPERIENCE, and LICENSES/CERTIFICATIONS:

- Five years of leadership in adult and/or higher education (preferred)
- Experience in sales, development or fundraising (required)
- Experience working with integrated programming including job training and pathways (preferred)

Salary commensurate with experience. Benefit package includes health insurance subsidy and Simple 401(k) company match. Generous holiday schedule and flexible accrued PTO for vacation, personal and sick days.

PODER is an equal opportunity employer.