



Green City Market seeking experienced Director of Development

Green City Market (GCM), a nationally recognized farmers market and local food advocate, seeks a Director of Development.

Mission

Green City Market is paving a new path for the local food economy in the midwest by deepening our support for small family farmers, educating consumers and the next generation of eaters, and increasing access to local, healthy, sustainable food.

Vision

Green City Market is a leading organization using our voice locally and nationally to fight for the survival of small family farmers who grow clean, healthy food.

We believe every Chicagoan has the right to clean healthy food - and work to provide access to everyone regardless of zip code or income level.

We are passionate about educating consumers and the next generation of eaters about where food comes from, how it's grown and why it matters.

Addressing threats to family farmers, the safety of our food system and the health of our communities drive our work.

The Position

Are you passionate about local food, sustainability, and education? Are you detail oriented and ambitious about the work you do? Are you ready to take a Chicago institution to the next level? You might be the perfect fit for this role.

This senior level position reports to the Executive Director and will manage the Development manager. You are a spokesperson, an advocate, a trainer, and a community builder with 7 - 10 years in the nonprofit fundraising space. A typical work week for this position is Monday through Friday with some nights and weekends.

Job Summary

The Director of Development will play a critical role in driving new revenue streams and helping GCM achieve its' goals. The Director of Development will be responsible for the qualification, cultivation, solicitation, and stewardship of prospects and donors at the principal and major gift levels as well as corporate sponsorship.

An experienced and motivated Director of Development will increase organizational revenue, maintain its annual operating budget, bring new strategies and contacts to the organization, and work with the Executive Director and Development Manager to create development communication strategies. The ideal candidate can skillfully bolster GCM's growing individual gifts portfolio focusing on major donor cultivation and stewardship, manage Board & Jr. Board giving in tandem with the Development Manager and Executive Director, and deliver new corporate sponsorship ideas.

Outcomes

The Director of Development will be responsible for achieving the following outcomes within the first year:

- Within three months of hire, the Director of Development has developed a comprehensive calendar of cultivation and stewardship activities.
- Within three months of hire, in conjunction with the Development Manager and Executive Director, has developed their own active pipeline of approximately 50 prospects.
- Within three months of hire, the Director of Development has assumed responsibility for cooperatively managing the engagement of various constituencies in fundraising activities.
- Within six months of hire, the Director of Development contributes to planning and executing the cultivation and stewardship cycle of principal and major donors, with a particular emphasis on tracking and organizing stewardship activities, conducting timely and professional follow-up communications, and ongoing engagement opportunities.

Responsibilities

The ultimate aim of the Director of Development is to achieve the outcomes listed above. In order to achieve those outcomes, we imagine that the Director of Development will spend their time in the following ways:

Prospecting, stewardship, and fundraising

- Cultivate, solicit, and steward a portfolio of five-figure and above prospects and donors.
- Exhibit a passion for the Green City Market's mission and vision and effectively communicate that passion and the donor's role in achieving organizational goals at every meeting and event.
- Play a significant role in moving forward the programmatic and fundraising goals as outlined in the organization's strategic plan.
- Cultivate both unrestricted and restricted funds to support organizational programs and efforts.
- Assist in the planning and execution of the cultivation and stewardship cycle of donors.
- Develop and manage the creation of a major donor program and explore the benefits of giving circles, leadership circles, and other benefit-driven engagement of mid-level to major donor prospects.
- In cooperation with the Development Manager and Executive Director, support the engagement of various constituencies and volunteers in fundraising activities.
- In cooperation with the Development Manager & Executive Director, assist in the planning and execution of fundraising events.
- Assist in the creation and distribution of collateral and other materials to prospects and donors.

Qualifications

Donor stewardship and effective relationship Management

- Has a track record of excellent relationship building.
- Has a track record of effectively planning long-term projects, using backward planning to meet ambitious goals, and consistent, timely, and professional follow up to all communications.
- Has a track record of excellent donor stewardship, relationship management, and conversion of prospects to donors.
- Continually promotes and achieves high standards of quality at work, applies attention to detail to the execution of all projects and constantly looks for problems to solve and ways to improve.
- Possesses a systems orientation and designs, implements, and manages complex, long-term projects through the development of processes/systems to meet deadlines, fulfill commitments, track progress, and achieve goals.
- Demonstrates a commitment to teamwork and has a track record of effectively supporting a team toward shared goals.

Functional Knowledge

- Has a track record of successful, goal-driven non-profit fundraising at the five-figure level.
- Demonstrates comfort and skill engaging with high net worth individuals, a high level of discretion with sensitive materials, and a commitment to achieving team goals.
- Adept at navigating the intricacies of tactical fundraising systems/processes (e.g., prospect tracking and scheduling, CRM maintenance, etc.)

To Apply: Applicants should submit a résumé and cover letter to Melissa Flynn, Executive Director, at admin@greencitymarket.org with “Director of Development” in the subject. No phone calls or drop-ins, please.

Green City Market is an equal opportunity employer. Green City Market does not discriminate on the grounds of race, color, religion, sex, marital status, national origin, age, disability, veteran’s status, sexual orientation or any other protected status.