



Title: **Development Manager, Full -Time Position**

Office Location: **Northfield, IL**

**\*\*Hybrid Work Schedule\*\***

**About Us:** The Harold E. Eisenberg Foundation is a non-profit organization committed to fighting gastrointestinal cancers through advancing cutting-edge medical research. The Foundation is also committed to bolstering the careers of aspiring real estate students through its education programs. Harold "Hal" Eisenberg was a visionary and a leader, a teacher and a mentor. To carry on his legacy, the Harold E. Eisenberg Foundation was created in 1999.

Learn more at [www.eisenbergfoundation.org](http://www.eisenbergfoundation.org)

## **Summary of Position**

We're looking for someone to tackle unique challenges, craft valuable solutions, and make a rewarding impact alongside the most talented people in the retail real estate industry and cancer research space. Reporting to the Executive Director, the Development Manager will partner and creatively collaborate with staff and volunteers across the organization to align our relationships and fundraising with The Harold E. Eisenberg Foundation's mission goals.

## **Responsibilities**

- Partner with Executive Director and volunteer leadership to take the fundraising program to the next level by raising over \$1 million
- Serve in a lead role on annual fundraising through events, programs, emerging major gifts program, annual and individual giving. Partner with vendors and volunteers to secure in-kind services and donations
- Oversee annual event fundraisers: Real Bright Night, Eisenopoly, annual Junior Board fundraiser as well as other fundraising opportunities such as Team Eisenberg, and DIY fundraising
- Manage the Development Committee
- Recruit, support, and coach fundraisers for all committees and programs where there are fundraising opportunities
- Develop and implement sponsorship opportunities, annual corporate partnerships, fundraising content, communications and tools for fundraising
- Prospect research, develop and cultivate relationships with constituents to expand and deepen donor base for both areas of the mission. Coordinate strategy with staff and volunteers for managing pipeline and growing these relationships
- Lead communications strategy and write content for all fundraising communications, messaging and donor relations. Write sponsorship and major donor proposals, impact reports, solicitation letters and materials
- Collaborate and publish annual guidebook including coordinating sales opportunities for ads
- Revise and implement stewardship strategy
- Provide regular reports to the Executive Director, Executive Committee and lead volunteers on progress, trends, metrics, analysis for our programs, events and fundraising
- Track and fulfill all donor recognition and benefits
- Oversee database and fundraising platforms and work collaboratively with Office Coordinator
- Seek grant opportunities and coordinate applications
- Ensure all donors feel valued, appreciated, and acknowledged with accuracy and in a timely manner

## **Desired Skillsets & Qualifications**

- Bachelor's degree required
- 4 to 5 years of work experience in a fundraising position at a non-profit. Candidates with well-rounded development experience preferred.
- Knowledge and a proven track record in fundraising especially building relationships and motivating volunteers
- Self-starter and desire to network and build strategic external relationships and partnerships
- Strong interpersonal skills: ability to navigate relationships and build consensus in a cross-functional environment
- Strong writer and effective communicator
- Goal and data driven with strong organization and follow through with tasks and communications
- CRM experience. Bonus if you know Salsa CRM database or GiveSmart
- Skilled in Microsoft Office, Word, PowerPoint and excel, Outlook, Gmail, Google sheets and docs, WordPress, social media
- A cheerful disposition, a sense of humor, and capacity to remain calm under pressure
- Ability to make critical decisions under time constraints, problem solver
- Ability to tackle the physical aspects of organizing and running events
- This position may include some evenings to support meetings and events.
- A trust in and commitment to The Harold E. Eisenberg Foundation's vision, mission, and values
- Must have access to a reliable vehicle to travel to office, meetings and events, and/or meet with donors and prospects

The position responsibilities outlined above are in no way to be construed as all encompassing. Other duties, responsibilities, and qualifications may be required and/or assigned as necessary.

## **Compensation and Benefits**

The Harold E. Eisenberg Foundation offers a compensation package commensurate with experience. Work/life benefits include but are not limited to a competitive healthcare package with BCBS IL.

## **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job. While performing this job the employee is required to sit and use hands to finger, handle, or touch objects, tools or controls. The position requires extensive close vision. The employee is frequently required to talk or hear. The employee is occasionally required to stand, walk, stoop, kneel or crouch and on occasion be able to lift up to 20 pounds.

## **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually quiet. This job description describes the general nature and scope of responsibilities for this position. Please note other duties may be assigned at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**The Harold E. Eisenberg Foundation is an equal opportunity employer.**

## **How to apply:**

Send a cover letter, including salary requirements, and resume to Michelle Paulsen via email at [michelle@eisenbergfoundation.org](mailto:michelle@eisenbergfoundation.org)