CLARETIAN ASSOCIATES
Building Community in South Chicago

3039 E. 91st Street– Chicago, Illinois, 60617 – 773-734-9181

POSITION DESCRIPTION

Job Title: Development Director

Reports to: Chief Executive Officer

Supervises: Consultants

Classification: Full-time Exempt

Date: July 2026

ORGANIZATION SUMMARY

Claretian Associates (CA) builds community within the culturally diverse neighborhood of South Chicago by working with community leaders, residents, and organizations to provide affordable housing and related services for low-and-moderate income people, builds resident-based leadership, and serves as a catalyst in creating innovative solutions to improve the quality of life. Since 1991, Claretian Associates have built a network of relationships and activities that have affirmed our faith in the future of South Chicago. Continuing our housing programs and wrap-around services in a targeted 12-block area, we have created a total of 137 affordable homes and apartments, and we work with other neighborhood stakeholders to undertake community development projects and services that continue to enrich the lives of the Southeast Chicago area.

Claretian Associates celebrates its 35th Anniversary this year and is in a period of programmatic and organizational growth. The organization is governed by an eleven-member Board of Trustees. CA's budget is approximately $6 million.

Position Overview

The Director of Development will implement a comprehensive plan for developing key external alliances by cultivating individual and philanthropic support. An innovative leader who will work to expand and diversify the organization's donor base/pipeline and work closely with team members to secure funding for new and existing initiatives. This person will collaborate with senior leadership and board of directors to actively engage in and support fundraising efforts and long-term financial strategies and continued programmatic success. This leader must be creative and enjoy working within an environment that is mission-driven, results-driven and community oriented. The ideal individual will have strong leadership abilities, excellent collaboration skills, and proven success in developing and implementing fundraising and communication strategies.

Major Responsibilities

Development and Fundraising

- Design and lead a multi-year comprehensive fundraising plan to meet or exceed an annual goal of $1.5M+, diversifying revenue across individual major gifts, corporate partnerships, and private/public foundations
- Partner with leadership to align development goals with programmatic needs and long-term organizational health
- Serve as the primary liaison to the Board's Development Committee; coach Board members in their role as ambassadors and solicitors

- Develop and manage a portfolio of high-capacity donors, moving them through the stages of identification, qualification, cultivation, solicitation, and stewardship
- Strategize annual appeals and peer-to-peer initiatives, shifting focus from "transactional" giving to "transformational" community-centric philanthropy
- Begin the foundational work for long-term sustainability through multi-year pledges and planned giving programs

Management of Grants

- Direct the institutional giving pipeline, working with a contracted grant writer to ensure all proposals are high-quality, mission-aligned, and reflective of youth voices
- Manage a portfolio of grant reports and renewals outside of those produced by the grant contractor
- Maintain the grant calendar, including the cultivation of new prospects, the tracking of deadlines and timely acknowledgements
- Maintain high-level relationships with program officers at major foundations and government agencies

Special Events and Individual Giving

- The Director of Development will help develop and implement a strategy to engage individual and corporate donors, building on our expanded events and engagement plans for the 35th Anniversary.

Integrated Communications & Community Narrative

- In partnership with leadership, staff and consultants, ensure all external messaging (annual reports, social media, website) reinforces the dignity and agency of our storytellers
- Oversee the strategy for the annual fundraiser, ensuring that the event serves as powerful cultivation tool as well as a successful revenue source

Team Management & Mentorship

- Manage consultant relationships and staff, fostering a culture of professional growth, accountability, and intergenerational collaboration
- Build and manage the Development Department budget with high integrity, providing regular reports and forecasts to the Chief Executive Officer and Board, as needed.
- Ensure compliance with funders' reporting requirements.

Qualifications

- Over 7 years of progressive fundraising experience, with at least 3 years in a leadership or management role (social justice nonprofit and/or arts education experience preferred)
- Proven track record of growing a donor base and successfully soliciting five- and six-figure gifts
- Deep understanding of Community-Centric Fundraising (CCF) principles and a commitment to dismantling traditional, power-imbalanced philanthropy models
- Exceptional storytelling skills; ability to translate complex social issues into compelling cases for support
- High-quality writing and spoken communication skills, with a deep understanding and analysis of systems of power and oppression and a commitment to systems change
- Advanced experience with Salesforce or similar CRM to drive data-informed decision-making
- Skilled at establishing and cultivating strong relationships with peers, across different levels of the organization and externally; Excellent people skills, with experience collaborating in a multi-disciplinary, diverse, and dynamic team environment; A proven ability to hire, coach, and lead employees as an effective team of closely coordinated, highly professional, self-accountable team players.

COMPENSATION

• Salary range: $80,000 - $90,000, commensurate with experience.

• Includes medical, dental, vision, vacation, and other benefits. Life/work balance.

TO APPLY Send resumes to careers@claretianassociates.org