



**Position Title: Director of Development + External Affairs**

**Preferred Start Date: January 3, 2022**

**Location: Chicago**

**Role Type: Hybrid In Person/ Remote**

To support our ambitious plans for student growth with a focus on social emotional learning, the Wood Family Foundation is looking to add a new Director of Development + External Affairs. As a member of the Executive Leadership Team, the Director of Development + External Affairs will be primarily responsible for working closely with the Executive Director to access resources (funding, in-kind, etc.) that drive the work of the Pitch In middle school program at four schools in North Lawndale, Humboldt Park, and our expansion plans into Englewood for the school year 2022-2023.

### **How do you apply to join us?**

Submit a tailored cover letter and resume to [careers@woodfamilyfoundation.org](mailto:careers@woodfamilyfoundation.org). Please make sure to include the name of the role in the subject line. We will review applications on a rolling basis, and highly interested applicants are encouraged to by November 15, 2021. Applications submitted directly on LinkedIn or Indeed will not be considered.

### **About Wood Family Foundation-Pitch In!**

Despite the curveballs that life circumstances may throw, everyone deserves a chance to reach their full potential. The Wood Family Foundation facilitates collaborative relationships between school partners and families that provide support and opportunities to empower students to succeed in middle school, high school and beyond. The Wood Family Foundation's premiere program, Pitch In, is a middle school model that employs high-quality mentoring relationships and exposure to unique experiences to ensure that our 4th-9th grade students develop the academic and social-emotional skills, mindsets, and agency necessary to transition to high school successfully.

WFF is committed to creating an inclusive workplace that promotes, values, and encourages diversity. At the heart of the organization, WFF seeks to foster an environment diverse in age, gender identity, sexual orientation, physical or mental ability, ethnicity, and perspective.

### **Why do we do this work?**

Many of our students in CPS encounter a stark transition to high school following their K-8 school experience, and we know many of them would otherwise succeed when given access to build their toolkit of the necessary knowledge, skills, and mindsets in a new and fast-paced high school environment. According to studies by the University of Chicago Consortium on School Research (UCCSR), ON TRACK students are more than 3.5x more likely to graduate from high school in four years than their off-track peers. Our work at Pitch In leverages this indicator as a more accurate predictor of high school graduation than students' previous achievement, test scores, or any additional differentiators.

### **How is the Wood Family Foundation - Pitch In a solution?**

Pitch In works in close collaboration with our school partners and respective communities to provide a tailored social-emotional experience, high-quality mentoring relationships, exposure to unique experiences, rigorous academic support, and daily in-school adult champions in order to ensure our students transition to high school and



complete their first year successfully. This school year, we will serve nearly 225 students in the 4th - 9th grades at four school sites in the North Lawndale and Humboldt Park communities. While we continue to support our current students to achieve strong academic outcomes, our small and talented team continues to work hard to build out and execute on a strategic plan that will allow us to serve even more students in the years to come.

### About This Role

During the 2021-2022 school year, the Director of Development + External Affairs is primarily focused on fully resourcing our current four school sites, while also preparing to expand to Englewood. They will build momentum, excitement, inspiration, and the necessary dollars across a portfolio of individual givers, foundations, and corporations to fully fund our FY22 operating budget of \$1.20 million while also increasing our coffers for 33% growth in upcoming FY23.

As a member of the Executive Leadership Team, and in close collaboration with the Executive Director set the overall vision and direction for our internal Development strategy and external communication using a cohesive narrative arc to span the fiscal year. This includes communicating with Pitch In stakeholders via email newsletter, social media platforms (FB, IG, Twitter, YouTube), WFF website design, Annual Impact Reports as well as creatively sharing student products and other Pitch In items to connect our donor base to the Pitch In mission.

### Key Responsibilities: Development + External Affairs

- ❖ **Serve our students and the organizational mission** by rallying resources - financial, in-kind, and otherwise - to fuel the important work of the Pitch In program. Lead the design and implementation of a comprehensive, diversified fundraising plan, including major individual giving, corporate, family and national foundation giving, potential government grants, small and large grant writing, and coordinate special events.
- ❖ **You are a talented event planner.** You understand that 25-50% of our revenue comes from events and you are excited to take on that challenge of managing event sponsors, consultants, and vendors while creating a more sustainable pipeline of funding.
- ❖ **You are excited to manage external stakeholder groups** committed to furthering the WFF - Pitch In mission (i.e. Junior Board, Advisory Board) and support the Executive Director with BOD engagement to maximize giving potential of individual Board members and develop targeted strategies to leverage their relationships with other potential new donors.
- ❖ **Create and maintain the development infrastructure** (i.e. Funding Map), including fundraising software (i.e. Network for Good), donor information, grant reporting, gift acknowledgement, and budget management. Develop and implement a donor relationship process including cultivation, recognition, and stewardship leveraging written communication, phone calls, Zoom meetings, in-person meetings and small donor gatherings.
- ❖ **Strengthen the organization's external messaging and share our story of impact** by working in close collaboration with internal and external stakeholders to connect the dots between Pitch In's programmatic needs and hopes and the connections, capital, and creativity of our various partners. You are always thinking about the STORY OF IMPACT by leveraging (and creating) enduring and sustainable systems that speak to significant student outcomes both qualitative and quantitative.
- ❖ **Collaborate with the Director of Finance + Operations** to project and track development-related revenue and expenses of the organization's annual budget, including monthly/quarterly fiscal reconciliation and annual audit preparation.



- ❖ **Build transformative relationships and community rooted in empathy and compassion** that yield deep trust and blossoming prospects who will one day offer the increasing resources necessary to drive the Pitch In program and Wood Family Foundation organizational growth.
- ❖ You desire and are committed to **consistently and actively learning**, this serves as an exemplary model for Pitch In staff and students.

### Where will the DoDEA spend their time?

- ❖ The DoDEA will spend most of their time in a hybrid role working from a location most convenient for them to achieve their annual goals (i.e. downtown office, home office, coffee shop).
- ❖ They will also work closely with the Executive Director and serve on the Executive Leadership Team to build external partnerships and engage in system level strategic planning.
- ❖ Pitch In Program Managers lead our middle school/after-school program; their hours are non-traditional. We have a flexible work culture on our team. Your work hours will also vary from 9a - 5p. We expect all WFF - Pitch In staff to remain proximal to the work and mentor at one of our Pitch In sites; on these days your work hours will be more like 10a - 6p. You also have the flexibility to work some evenings and weekends.
- ❖ This is a full-time Chicago based position, and we are providing in-person school-based service this 2021-2022 school year, as well as hosting smaller in person events.

### Ideal Candidate

The ideal candidate will be first and foremost committed to Wood Family Foundation's mission and the visionary evolution of its next level of impact. While no one person will embody all of the qualities enumerated below, the ideal candidate will possess many of the following professional and personal abilities, attributes, and experiences:

- ❖ You deeply believe in our mission and the potential of *every* student, our schools, the communities that we serve and you are knowledgeable of the Chicago philanthropic community.
- ❖ *Minimum of five years of professional fundraising experience*, including demonstrated success with individual giving, major gifts, and events.
- ❖ You are committed to making consistent progress and/or are interested in deepening your liberatory consciousness in order to build your own social awareness and understanding of systemic inequities, all to be actively anti-racist and to deepen these commitments within your students.
- ❖ You have demonstrated skill and experience communicating with cultural competence to various stakeholders and diverse audiences.
- ❖ Proven ability to develop and maintain effective working relationships with board members, donors and volunteers
- ❖ Results oriented with the ability to anticipate and overcome challenges, learn from obstacles, persevere during trials and meet/exceed goals
- ❖ You demonstrate exemplary *executive functioning* skills in your daily work (i.e. organization, communication, planning, and execution).
- ❖ You thrive in and enjoy being part of a small, super collaborative team, "laying the tracks while the train is moving." You are enthusiastic about helping us chart the course, and not afraid to take risks.
- ❖ You enjoy project management and are able to manage multiple stakeholders and projects simultaneously, delegate across to peers and up to managers, and influence others to join our mission.
- ❖ You operate with a high level of personal responsibility, optimism, and resilience.
- ❖ You love to have fun, are cheerful in spirit, and have a sense of humor.



- ❖ You are innovative, creative, and resourceful in tapping into the power of your own network and connections to directly serve Pitch In school partners and communities.
- ❖ As a transformative social emotional learning program, the expectation is that every WFF - Pitch In staff member engages in the development and modeling of a strong SEL foundation as a practitioner/facilitator of this work. This aspiration is integrated within every pillar of this role and for that reason will not stand in isolation because it is deeply rooted into the mission and vision of who we are and what we do.
- ❖ You enjoy and have *some experience* working with middle school students (ages 9-15) with evidence of results.
- ❖ You enjoy leading a small team of adults, and have experience doing so successfully, with evidence of results, for at least three years. In this role, you will have the opportunity to build your own External Affairs team.
- ❖ You have *at least five years experience* living in and/or working in the Chicago communities we serve.
- ❖ A bachelor's degree is highly preferred.

Based on the breadth and depth of experience a candidate possesses, WFF offers a Director of Development + External Affairs a starting base salary of at least \$75,000 annually, along with competitive medical, dental, and vision benefits. We also offer an initial ten days of paid time off, an additional ten sick days, fourteen staff holidays, generous leave policies, and a flexible and human-first work culture. Finally, as we grow, we encourage staff to constantly seek out professional development opportunities to hone their practice and skill sets, and we allocate an annual budget to fund these experiences as an organization, all to increase our team-wide learning and growth.

### **How do you apply to join us?**

Submit a tailored cover letter and resume to [careers@woodfamilyfoundation.org](mailto:careers@woodfamilyfoundation.org). Please make sure to include the name of the role in the subject line. We will review applications on a rolling basis, and highly interested applicants are encouraged to by November 15, 2021. Applications submitted directly on LinkedIn or Indeed will not be considered.

***WFF is committed to creating and maintaining an inclusive workplace that promotes, values, and encourages diversity. At the heart of the organization, WFF seeks to foster an environment diverse in age, gender identity, race, sexual orientation, physical or mental ability, ethnicity, and perspective. The policy and intent of WFF is to provide equal employment opportunity for all persons regardless of race, color, religion, national origin, marital status, political affiliation, affectional orientation or gender identity, status with regard to public assistance, disability, sex, or age.***