



shareourspare™

DEVELOPMENT ASSOCIATE

Share Our Spare ensures every Chicago area child, ages 0-5, has the essential items they need to support their health and development to equip them for a strong start. SOS activates community impact through empowerment, innovative solutions, and a network of partners so that children can thrive and families can shift from crisis management to caregiving with dignity. As a result, we help lay the foundation for a resilient and equitable community.

At Share Our Spare, we believe that every child deserves a strong start and every caregiver the opportunity to provide one. Since 2011, we have helped an estimated 58,000 unique children and their families across metro Chicago find support, strength, and hope through an agency partner model that emphasizes wraparound services and empowering upward economic mobility.

Share Our Spare (SOS) seeks a highly-motivated, versatile, and socially conscious Development Associate to join our team. In this role, the Development Associate will work alongside the Executive Director and Director of Operations and Development in support of Share Our Spare's fundraising and development efforts.

Job Description

The Development Associate is responsible for supporting a comprehensive, diversified, and sustainable fundraising program to support the general operations and core programs of Share Our Spare. The Development Associate has overall responsibility for the coordination and logistical management of all aspects of fundraising for the organization. This role will support the planning and execution of two yearly signature events along with other one-off opportunities. This role will also manage the grant writing pipeline and related reporting. The Development Associate will support the Executive Director and Director of Operations and Development to meet program revenue needs. A strong candidate will be a highly-motivated self-starter, able to work independently, creative, energetic, collaborative, strong problem solver, and a detail-oriented multitasker with a strong work ethic.

Primary Responsibilities

Development

- Assist in the creation and execution of a robust strategic development program to advance Share Our Spare's mission by actively seeking growth opportunities from a diverse set of funding sources for long-term organizational sustainability
- Solicit and cultivate new relationships with individual donors, foundations, and corporate sponsors in partnership with the Executive Director and Director of Operations and Development
- Develop fundraising events, programs, and campaigns to meet annual goals
- Work closely with the Associate Board's Engagement and Fundraising Committees
- Support planning and management of the organization's annual Gala and Music Trivia events

Share Our Spare | 3800 N. Milwaukee Ave Chicago, IL 60641



- Manage grant pipeline, execute grant submissions (<\$10,000), and maintain a database of gifts and grants
- Manage solicitations, acknowledgments, and all funder reports
- Routinely examine, clean, and optimize data records and processes to ensure accuracy, eliminate duplicate records, and inconsistent data, to maintain overall CRM database integrity and accuracy of the donor database

Communications and Outreach

- Manage donor acknowledgment communications for in-kind and monetary donations
- Assist with outreach and communications for in-kind campaigns including Retail, Corporate, Pediatric, and Community-Based Engagement
- Work with the management team to create marketing and social media materials

Additional Responsibilities:

- Support Operations Coordinator with volunteer events
- Support Program Coordinator with payment processing for Agency Membership Program
- Other database entry, as needed
- Other ad hoc tasks and projects that will allow for learning and contribution to the overall organization

Qualifications

- College degree required
- 1-3 years of development experience preferred
- Strong grant-writing experience is a must
- Social media-savvy; experience using marketing campaign tools a plus
- Exceptional organizational, written, and verbal communication skills
- A goal-oriented self-starter and a team player with a proven aptitude for strategic and creative planning, working collaboratively with team and board members on common goals
- Ability to excel in an agile, dynamic, growing organization, remaining open to taking on its challenges and opportunities
- Commitment to quality, deadline accountability, and managing multiple tasks simultaneously
- Knowledge of an established network in the local philanthropic community is highly desired
- Ability to work some evenings and weekends as needed for special events
- Strong knowledge of computers and Microsoft Office and Google Drive programs; experience with NeonCRM a plus
- Proof of COVID-19 vaccination is required

Position

Full-time with one work-from-home day a week. This position requires flexibility to work outside normal business hours with occasional evenings and weekends to support fundraising and volunteer events. The salary is \$40,000.

Benefits

Benefits include health insurance, vision, IRA with employer match, 2 weeks of paid time off each calendar year, skill-building, great growth potential, and the opportunity to be part of an entrepreneurial, mission-based organization making an impact in Chicago.

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How to Apply

To apply, please submit a resume and cover letter to hr@shareourspare.org.

Share Our Spare is an equal employment opportunity employer and does not discriminate on the basis of race, religion, pregnancy, gender, sexual orientation, national origin, age, or any other characteristic protected by applicable law. Applicants and employees who require a reasonable accommodation due to disability, pregnancy, childbirth, or related or common medical conditions should contact Share our Spare's Executive Director. As provided by applicable law, reasonable accommodations will be provided to qualified applicants and employees, unless an undue hardship would result.

