



shareourspare™

DIRECTOR OF DEVELOPMENT

Share Our Spare (SOS) 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 SOS, we believe that every child deserves a strong start and every parent the opportunity to provide one. Since 2011, we have helped 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. With a distribution network of more than 180 community organizations, we support social service agencies, early childhood educators, young parents programs, health care networks, and housing organizations in 9 counties in and around the Chicago area.

SOS seeks a strategic, results-driven Director of Development to serve as the organization's lead revenue manager. This role is responsible for the design, execution, and performance of a comprehensive and diversified fundraising strategy and is accountable for achieving annual contributed revenue goals.

The Director of Development will oversee major gifts, corporate partnerships, foundation strategy, grant writing and all major fundraising events—including the Annual Gala—and will partner closely with the Executive Director and Board of Directors to ensure long-term financial sustainability. This role serves as a member of the leadership team and manages the Development team.

Successful candidates will be a highly-motivated and socially conscious leader who demonstrates exceptional project management skills, fluency in innovative thinking, and strong writing skills.

Responsibilities

Fundraising Strategy and Execution

- Own and achieve the organization's annual contributed revenue goal
- Develop and implement a multi-year development strategy aligned with organizational growth objectives



shareourspare™

- Provide quarterly revenue forecasting and performance reporting to the Executive Director and Board of Directors
- In partnership with the Executive Director, develop and implement a strategic and diversified fundraising plan from individual, corporate, and institutional donors
- Manage and grow a portfolio of major donors and high-capacity prospects (\$10,000+), plus manage the fundraising strategy for these donors with primary responsibility for cultivation, solicitation, and stewardship to secure \$25,000+ donations and multi-year commitments.
- Fuel SOS's fundraising pipeline as primary prospect researcher
- Implement a high-quality stewardship program that engages, recognizes, and thanks supporters to strengthen their relationship with SOS
- Establish measurable KPIs, including donor retention, upgrade rates, event ROI, and pipeline growth
- Build and oversee a structured donor retention and management system within the CRM and ensure CRM data integrity and reporting accuracy.
- Keep apprised of landscape and relevant news/changes in corporate, foundation, and individual giving communities
- Create customized pitch decks and other presentation materials

Event and Fundraising Leadership

- Serve as the organizational lead for the planning, execution, and financial performance of all major fundraising events, including the Annual Gala and other signature fundraising initiatives
- Develop event revenue goals, sponsorship strategy, and expense budgets in partnership with the Executive Director and Board
- Ensure all fundraising events align with long-term donor cultivation and major gift pipeline growth
- Oversee sponsorship solicitation strategy and participate in high-level sponsor asks
- Lead post-event stewardship strategy to convert attendees into recurring and major donors
- Serve as primary staff liaison to Board of Directors, Fundraising and Gala Committees, and other event-related committees
- Provide clear financial reporting on event net revenue performance and ROI

Grants and Institutional Support

- Oversee foundation strategy and grants pipeline in partnership with Development staff
- Ensure timely submission, reporting, and stewardship of institutional funders
- Identify and cultivate new foundation and institutional funding opportunities aligned with strategic priorities



shareourspare™

- In coordination with the Director of Strategic Partnerships, manage and steward SOS's partnership with the Dolly Parton Imagination Library, including reporting requirements and identifying opportunities to expand the partnership's reach and impact across SOS's service communities.

People Management and Team Leadership

- Supervise and mentor Development Associate and Development Manager
- Establish clear goals, accountability structures, and performance expectations for development staff
- Serve as SOS ambassador within and outside of the warehouse and office
- Work collaboratively with the leadership team to shape culture, team mentality, and staff professional development
- Foster a positive and collaborative team environment
- Promote and foster a culture of giving and appreciation with staff, Board of Directors, volunteers, and the broader community
- Actively contribute as a leadership team member and support our ongoing DEI&B work

Board Partnership & Engagement

- Partner with Board of Directors to strengthen fundraising participation and accountability
- Provide fundraising tools, coaching, and strategy to support Board member engagement
- Collaborate with Fundraising to maximize revenue impact

Communications

- Craft and execute compelling communication tools that drive support and championship of SOS's mission
- Oversee creation and execution of press releases, social media editorial calendar, and communications and marketing collateral for various events

Qualifications

- Passion for and commitment to SOS's mission
- Bachelor's degree required; advanced degree preferred
- 5+ years of progressive fundraising experience, including major gifts and event leadership
- Demonstrated success managing and growing a multi-channel fundraising portfolio
- Proven track record securing five- and six-figure gifts
- Experience leading fundraising events exceeding \$250,000 in revenue preferred
- Experience managing development staff and cross-functional collaboration



shareourspare™

- Knowledge of the Chicago philanthropic community strongly preferred
- Strong financial acumen and ability to forecast revenue
- Strong written and verbal communication skills
- Familiarity with Microsoft Office and Google programs (e.g. Drive, Docs, Sheets, Word, and Excel)
- Experience with donor databases is required, and experience with Neon and OneCause is preferred
- Ability to work and manage projects independently as well as collaboratively
- Proven record of proactive problem-solving, effectively taking initiative, and strategic thinking
- Strong organizational skills, both in terms of time management and in detail-oriented work
- Access to reliable transportation

Benefits

Benefits include hybrid work environment, health insurance, with options for vision and dental, 401k with up to 3% employer match, paid time off commensurate with experience, 2 floating holidays, approximately 20 paid holidays, including winter holidays, and the opportunity to be part of an entrepreneurial, mission-based organization making an impact in Chicago. The annual salary range is \$105,000-\$110,000.

How to Apply

To apply, please submit a cover letter & resume to hr@shareourspare.org by Friday, April 10.

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 SOS's Executive Director. As provided by applicable law, reasonable accommodations will be provided to qualified applicants and employees, unless an undue hardship would result.