



**TITLE:** Development Manager / Development Director (depending on qualifications and experience)

**REPORTS TO:** Executive Director

**JOB STATUS:** Exempt

**BACKGROUND:** Chinese Mutual Aid Association (CMAA) is a non-profit organization that assists immigrants, refugees and low-income people in Chicago and its suburbs. Founded in 1982 by ethnic Chinese refugees from China, the organization today has expanded today to a staff of over two hundred employees who speak over twenty languages. CMAA services include after-school youth programming, job training and placement for adults, and elderly care for seniors.

**JOB DESCRIPTION:** The position will have a significant focus on developing and executing upon development and fundraising, including but not limited to: bequests, major gifts, corporate donations, grant solicitation from foundations, and individual giving. This position reports to the Executive Director.

**RESPONSIBILITIES:**

- Develop and implement an annual fundraising plan.
- Manage and direct other development staff, including Events Coordinator and Grants Coordinator
- Prepare for CMAA board's bimonthly Development Committee meetings and report on development activities and leveraging committee for development
- Relationship building with all CMAA Board Members, leveraging board relationships for fundraising
- Relationship building and stakeholder engagement with current and potential donors and supporters (including foundation leaders, corporate donors, government agencies, and individual donors)
- Oversee special events, and increase fundraising ability for the organization. CMAA special events include:
  1. CMAA Annual Gala (typically held in October/November)
  2. CMAA's Red Party (typically held in mid to late summer)
  3. CMAA's Lunar New Year community event
  4. Dim Sum and Then Sum, The Uptown 5K
- Research and identify individual, foundation, corporate and government funding sources.
- Implement and manage an individual donor program.
- Research possible grant proposals, and manage the agency's development calendar. Work with department managers in furtherance of various grant applications.
- Produce annual reports, quarterly newsletters and other marketing materials.
- Interface and network with current and potential funders.
- Represent CMAA in the community.

**Chinese Mutual Aid Association (CMAA) is an Equal Opportunity Employer.**



- Work closely with staff from other community organizations to develop and fund collaborative programs and services.
- Other duties as assigned.

#### **QUALIFICATIONS:**

- Bachelor's degree in a related field is required. MA (plus).
- 5 years minimum (for Manager level), or 10 years minimum (for Director level) in fundraising and development, or commensurate experience.
- Authentic passion to advocate for immigrant and refugee communities.
- Highly developed interpersonal skills. Ability to meet people with ease.
- Ability to build and maintain business and donor relationships.
- Strong organizational skills, well disciplined, able to work under pressure of many priorities and meet deadlines.
- Demonstrated knowledge and experience in planning and executing marketing strategies and techniques.
- Knowledge of long-range planning processes, including budgeting.
- Prior experience in successful management of high-performance teams.

#### **HOW TO APPLY**

Please send a cover letter and resume to Madeleine Azcueta, HR Coordinator, to [madeleinea@chinesemutualaid.org](mailto:madeleinea@chinesemutualaid.org). In the subject line of the email please include the job title, "Development Manager/Director" and indicate in the body of the email where you found/heard of the posting.