



Job Description

Title: Fundraising & Marketing Manager

Department(s): Development

Reports To: Director of Development & Communications

Supervises: N/A

Location: 4432 N Ravenswood Ave, Chicago, IL 60640

The Jane Addams Resource Corporation (JARC) promotes strong communities, businesses and households to ensure that people who work do not live in poverty.

JARC helps low-income workers, job seekers and community residents attain financial self-sufficiency through skills training and support services. JARC's job training programs target strategic skills gaps in the manufacturing, such as Computer Numerical Control (CNC) machinist and welder. As a Center for Working Families (CWF) and Financial Opportunity Center (FOC), JARC provides bundled financial support services, such as income supports, financial coaching and employment services

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The Fundraising & Marketing Manager works closely with the Director of Development, Data & Communications and the Vice President – Client Services to assist with JARC's fundraising and resource development activities including identifying, soliciting and cultivating gifts and grants from individuals, foundations and corporations. The Fundraising & Marketing Manager also plays a key role supporting JARC's marketing and communications efforts. Whereas assignments are filtered by the Director to the Manager, the Manager will create and disseminate original content and engage audiences through various communication channels, including social media.

Fundraising Functions:

- Works closely with the Director of Development, Data & Communications to establish and maintain relationships with funders, partners, donors and other various stakeholders.
- Manages donor database (Little Green Light) and is responsible for executing the donation entry process.
- Assists in grant management process, including: writing proposals/applications, reports and executing various elements within grant agreements.
- Conducts prospect research to pursue new sources of funding and in-kind donations and works to draft letters of inquiry and proposals for new funders
- Provides recommendations and strategy suggestions to JARC's executive management team on fundraising, budgets, and economic proposals

- Oversees preparation, planning, promotion, and execution of special events throughout the year and other networking socials
- Coordinates the JARC and JARC Baltimore annual fundraising appeal, including creation and segmentation of donor solicitation lists, donor and gifts tracking, mailing, and acknowledging donors
- Assists in the creation JARC and JARC Baltimore's Annual Reports
- Serves as the primary staff liaison to JARC's Associate Board, regularly attending meetings and helping with Associate Board member recruitment, stewardship, and events
- Assists the Director of Development & Communications with development, communications, marketing, and board tasks as assigned
- Performs other duties as assigned

Marketing Functions:

- Administers the agency's marketing and outreach plan
- Manages JARC and JARC Baltimore's websites and various social media channels, including writing and scheduling posts and increasing engagement with internal and external audiences
- Manages and maintains agency's communications content calendar
- Develops fresh creative content, by capturing new photos and designing graphics/flyers relevant for both JARC and JARC Baltimore
- Works with trainees and grads to gather and share compelling success stories with stakeholders
- Works closely with the Director of Development, Data & Communications, the executive management team, and program staff to create original content, including partner highlights and policy updates, for various communications channels
- Selects and composes participant and graduate success stories for social media, website, and newsletter communications twice monthly – for both JARC and JARC Baltimore
- Develops monthly e-newsletters and email marketing campaigns for donors, volunteers, alumni, potential trainees, and referring agencies for JARC and JARC Baltimore
- Coordinates advertising in various publications, radio, websites, and social media, as directed by Director of Development, Data & Communications
- Assists Director of Development, Data & Communications and President with high-level external and policy communications and crafting communications materials such as news releases, fact sheets and policy papers
- Performs other duties as assigned

Requirements/ Qualifications

- A minimum of a Bachelor's Degree or 3-5 years in a relevant field
- Team player; thrives in collaborative, mission-driven environment
- Excellent writing, speaking, and interpersonal skills
- Strong organizational skills including the ability to effectively prioritize tasks and meet deadlines in a fast paced environment
- Self-motivated with creative problem solving skills
- Professionalism, flexibility, good judgment and commitment to the organization
- Track record of successful individual donor management required
- Proficiency in Microsoft Office Suite and various social media platforms

- Experience with Adobe Creative Suite a plus
- Design skills a plus
- Track record of successful grant proposals required

Terms/Conditions:

- Full Time (35 hours a week)
- FLSA exempt
- Management
- Criminal Background, FBI and other pre-employment verifications required
- Must provide proof of legal identity and U.S. employment eligibility
- Some evening hours required

Compensation

- Annual Salary Range - \$40,000 - \$45,000
- We offer a competitive benefits package, including Medical, Dental, Vision, 403B, Life, LTD Disability, Paid Holidays, and generous Paid Time Off

To Apply:

E-mail resume, cover letter, writing sample, and optional graphic design sample to:

hr@jane-addams.org.

**Please include “Development & Communications Manager” within the subject line.
Inquiries without this in the subject line are unable to be reviewed.**

No phone calls please.

*JARC is an Equal Opportunity Employer
Minority/Female/Gender Identity/Veteran/Disabled/LGBTQ
*All Are Encouraged to Apply**