



# UMMA **BECOME AN AGENT OF SOCIAL CHANGE**

EDUCATE · EMPOWER · UNITE

221 Washington Street, Waukegan IL 60085/ (847)-336-6136 [www.ummacenters.org](http://www.ummacenters.org)

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A 501(c) 3 tax-exempt organization. EIN #: 20-0332804

## Director of Development

### For the UMMA Center Organization a 501 (c) 3 a not-for-profit organization

Founded in 2004, the UMMA Center's mission is to empower the lives of underprivileged individuals in Lake County by providing educational support and community resources. The UMMA Center believes that Lake County will be strengthened by the growth that education, hope and purpose bring to those seeking to enrich their lives with opportunities.

We do this by offering programs in Education Empowerment, Basic Needs and Community Outreach & Development.

**Revenues:** \$500,000 – \$600,000

For more information, please visit [www.ummacenters.org](http://www.ummacenters.org)

### Position

- Oversees the development program for a non-profit organization, including annual, planned, and major gifts. Develops goals and strategies for all fundraising campaigns. Meets with donors and prospective donors to create and foster relationships with funder solicitations, government grants, special events and strategic partnerships.
- Creates a balanced funding mix of donor sources and solicitation programs tailored to the needs of the organization. Reporting to and in partnership with the Executive Director (ED), and Board of Directors will spearhead development efforts as the UMMA Center continues to grow.
- The Development Director will also work with the Board of Directors to revitalize and maintain the UMMA Center Foundation (Endowment fund).
- As the development director you will be responsible for planning, initiating and managing the marketing and public relations activities for the Organization. You will focus on promoting and expanding the reach and impact of the Organizations
  - 1) educational and advocacy content (e.g. speakers, videos, pamphlets, and social media)
  - 2) Programmatic events (e.g. annual fundraiser, sales meetings and campaigns. You will plan the overall communications strategy, develop branding and messaging then promote the Organization and its programs across various media outlets including radio and print as well as speaking opportunities, press releases, direct mail, advertising and the entire online realm of websites, blogs, wikis, social networks and related portals (e.g. Facebook, You Tube, Twitter etc.)

You will report directly to and work closely with the ED, the Board of Directors as well as the fund development committee to achieve the Organization's targeted strategic, fund development and communication goals.

### Responsibilities

- Develop and execute UMMA Centers annual fundraising plan
- Secure financial support from individuals, foundations and corporations

- Develop and maintain ongoing relationships with major donors
- Creating and executing a strategy for a large sustained base of annual individual donors
- Overseeing organization of special events
- Developing and tracking proposals and reports for all foundation and corporate fundraising
- Develop and promote collaborative relationships with likeminded organizations and co-manage joint projects

### **Strategic Leadership**

- Translating the vision of the organization into achievable and measurable goals.

### **Board Relations**

- Working closely with the Executive Committee and Board of Directors in overseeing the governance of the Foundation and the execution of the strategic plan.
- Updating and reporting to the Board of Directors monthly.
- Working with the President of the Board to ensure that all Board members are donors and each has an annual plan of engagement.

### **Qualifications**

- BA (required), MA (a plus)
- 4-plus years' experience in development
- Demonstrated excellence in organizational, managerial, and communication skills
- Ability to build, motivate and work within a team to accomplish project goals
- Outstanding interpersonal skills
- Strong Internet/online marketing skills
- Excellent "face-to-face" marketing and sales skills
- Strong organizational and analytical skills
- Self-starter who takes initiative and is able to work independently
- Commitment to the goals and values of the Organization