



## Director of Development and Communications

### Chicago Lights

Classification: Exempt

Status: Regular, Full-time

*Reports to: Senior Director of Development*

### About Chicago Lights

Chicago Lights is a nonprofit organization that partners with youth and adults facing the challenges of poverty to build brighter futures through supportive relationships and life-changing programs. Rooted in the heart of the city, we offer long-term, high-impact opportunities through our Tutoring, Summer Day, Urban Farm, and Social Service Center programs.

### Position Summary

The Director of Development and Communications is a key leader responsible for designing and executing a comprehensive fundraising and communications strategy to support the mission and programs of Chicago Lights. This includes overseeing the annual fund, individual giving, donor engagement, stewardship, special events, and institutional messaging. This role does **not** include grant writing as a core responsibility.

Reporting to the Senior Director of Development, the Director works closely with the Executive Director, the Fourth Presbyterian Church development team, program leadership, the Chicago Lights Board of Directors, and other volunteer committees to ensure sustained philanthropic support, donor growth, and effective communication of organizational impact.

This is a strong opportunity for a rising development professional to take the next step into leadership, with close mentorship from senior staff and the chance to shape strategy across fundraising and communications for a dynamic nonprofit.

Chicago Lights fosters a collaborative, mission-driven culture that values innovation, social justice, equity, and continuous learning.

### Schedule:

The role is a full-time position, generally based on a 40-hour work week. The typical schedule is Monday through Friday; however, occasional evening and weekend work may be required depending on project deadlines or business needs, which may result in work weeks exceeding 40 hours. This position is hybrid with a minimum of two days required onsite. Remote workdays are negotiable with the Supervisor based on job responsibilities and activities.

### **Robust Benefits Package**

- Medical insurance (church pays 85% of employee monthly premium and 75% of eligible dependents)
- Optional dental and vision insurance plans
- Generous 17 days of PTO plus 11 paid holidays
- 403b retirement plan (employer contributions after one year of employment)
- FSA for unreimbursed medical and dependent daycare expenses
- Mass transit and commuter parking benefits
- Life and short-term disability insurance, optional life insurance, and long-term disability plan

### **Key Responsibilities**

#### **Fundraising Strategy & Donor Engagement**

- Develop and implement annual fundraising and communications plans to meet or exceed revenue and visibility goals with a focus on individual giving and events
- Manage donor campaigns (mail, email, and digital) focused on donor acquisition, retention, and upgrade strategies across all giving levels
- Provide regular progress reports, insights, and forecasts to the Executive Director and Chicago Lights Board
- Partner with the Fourth Presbyterian Church development team on shared goals, relationships, and communications alignment

#### **Communications & Donor Messaging**

- Lead development and execution of communication strategies that support fundraising and promote the Chicago Lights brand
- Oversee creation and distribution of donor-focused materials, including newsletters, annual reports, appeals, and social media content
- Ensure consistency of tone, messaging, and visual identity across platforms and materials
- Collaborate with Fourth Church teams and program staff to craft compelling impact stories and media content
- Supervise communications vendors and contractors, as needed

#### **Donor Engagement & Stewardship**

- Oversee individual giving campaigns, including direct mail, email, and online appeals
- Manage donor recognition, impact reporting, and stewardship events
- Collaborate with program staff to craft compelling donor messaging and stories

#### **Events & Volunteer Leadership**

- Lead fundraising events, including the annual Gala of Hope, in partnership with volunteer committees and staff

- Serve as the primary staff liaison for the Associates Board and Gala Committee
- Support the Board of Directors and Executive Director in donor outreach and solicitation efforts

### **Team Management & Collaboration**

- Collaborate with Fourth Presbyterian Church staff on shared initiatives and processes
- Supervise vendors and contractors as needed (e.g., events support, communications)
- Partner with program directors to align messaging and fundraising materials

### **Qualifications**

- Minimum 3-5 years of nonprofit fundraising experience, including individual giving and event management
- Proven success meeting or exceeding fundraising goals in a leadership capacity
- Experience in nonprofit communications, brand management, or content development is a strong asset, but not required.
- Strong project management skills and ability to juggle multiple priorities
- Exceptional written, verbal, and interpersonal communication skills
- Experience working with boards and volunteer committees
- Comfort engaging with diverse donor audiences and mission-aligned storytelling
- Familiarity with donor databases/CRMs (e.g., Raiser's Edge, Salesforce, or similar)

### **Compensation:**

This is a full-time salaried position with an annual salary range of \$80,000–\$85,000, commensurate with experience and qualifications.

### **Physical Requirements and Work Environment**

The physical demands and work environment described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodation may be made to enable individuals with different abilities to perform essential functions.

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift 15-25 pounds at times.
- Must be able to access and navigate each department at the organization's facilities.
- Smoke- and drug (illegal or recreational)-free environment.
- Fourth, Chicago Lights aims for accessibility in any off-site location that we have control of, but some of them may not be fully accessible.
- This role routinely uses standard office equipment such as computers, phones, and scanners. An employee is regularly required to communicate effectively via computer, via phone, and in person.

- Fourth Presbyterian Church's/Chicago Light's office is located in downtown Chicago.

### **Application Process**

- Interested candidates should: (1) email their resume to [jobs@fourthchurch.org](mailto:jobs@fourthchurch.org) and (2) include their salary requirement in the body of the email.
- Email subject line should read Your name/Director of Development and Communications Chicago Light.
- No phone calls, please.
- Fourth Presbyterian Church/Chicago Lights seeks to fill this position as soon as possible and will work actively to build a diverse pool of candidates.

### **EEO Statement**

Fourth Presbyterian Church/Chicago Lights is committed to equal employment opportunity for all qualified persons, without regard to race, color, citizenship status, national origin, ancestry, sex, sexual orientation, gender identity and/or expression, age, creed, physical or mental disability, marital status or familial status, veteran status, military status, source of income, political affiliation, or any other factor protected by law. Fourth Church/Chicago Lights seeks to build and retain a diverse staff and is committed to fostering an equitable and inclusive workplace where everyone is treated as a respected and valued member of the team. Fourth Church/Chicago Lights is committed to elevating the voices of women, young people, people of color, Native people, immigrants and refugees, low-income people, LGBTQ+, and transgender, gender non-conforming, and non-binary people, people with disabilities, and young parents. We encourage people from these communities to apply.