



POSITION ANNOUNCEMENT

DIRECTOR OFFICE OF PHILANTHROPY AND PARTNERSHIPS

ORGANIZATIONAL OVERVIEW

SkillsUSA is America's proud champion of the skilled trades. Our mission is to empower students to become skilled professionals, career-ready leaders, and responsible community members. In collaboration with the Youth Workforce Development Foundation, SkillsUSA Illinois is dedicated to fostering partnerships that support this mission and create a skilled and prosperous workforce. SkillsUSA Illinois serves more than 25,000 Illinois students and instructors annually with substantial growth expected within the next three years.

POSITION SUMMARY

The primary responsibility of the Director of Philanthropy and Partnerships is to identify and cultivate relationships with individuals, corporations, and foundations who express an interest in the mission of SkillsUSA Illinois, for the purpose of soliciting gifts in support of the Organization's mission and to meet revenue goals for the annual fund. The position is an emerging one for SkillsUSA Illinois. As such, it will work with outside counsel that will provide guidance during the first two years of its work as the position builds not only a database of donor prospects and solicits initial gifts, but also sets the tone for the Organization developing a culture of philanthropy.

MINIMUM EDUCATION, LICENSE, OR EXPERIENCE REQUIREMENTS

The ideal candidate will have 3 – 4 years of experience successfully working in the area of donor identification, cultivation, engagement, solicitation, and stewardship. The candidate will demonstrate that they possess excellent organizational, collaborative, written, oral, and donor relation skills, while simultaneously adopting donor-centric language that describes the work of SkillsUSA Illinois. Strong understanding of Salesforce best practices and functionality preferred. Because this position is new in an emerging area of growth for the Organization, the ability to adapt to changing job requirements and organizational growth will be essential.

ESSENTIAL FUNCTIONS OF THE JOB

Under the direction of outside counsel, in collaboration with the organizational leadership team develop and then implement practices that lead to the successful cultivation of prospective donors and then, once a donation has been received, continue to steward the relationships through a moves management process.

- In collaboration with outside counsel, effectively lead process to develop a culture of philanthropy within SkillsUSA Illinois.
- Using internal and external resources, identify prospective individual, corporate, and foundation donors.
- Cultivate prospective donors, identifying and developing means by which they can increase their engagement with SkillsUSA Illinois.
- Working with outside counsel, develop and lead the strategy for acquiring new donors, renewing lapsed donors, and identifying donors to be upgraded through the donor pipeline.
- Develop and implement engagements activities, with a heavy emphasis on in-personal meetings.
- Work with outside counsel to develop initial appeals through appeal letters and both electronic and hard copy newsletters.
- Manage recognition and retention for annual fund donors, including new donor welcome packets, gift acknowledgment, stewardship events, reports, and special recognition opportunities.

- Work with outside counsel to develop goals for an emerging annual fund.
- Lead the business partnerships team in SkillsUSA partner experience delivery.
- Supervise the department staff.
- Collaborate with different departments within SkillsUSA Illinois to develop means for sharing information about prospective donors and to develop engagement opportunities.
- Collaborate with marketing team and outside counsel to develop initial marketing materials and to ensure that all necessary systems are functional, to provide for a variety of means to accept donations.
- Effectively communicate with the Executive Director and the Chief Operating Officer to ascertain how and when they might contribute to the cultivation process for specific donors.
- Accurately maintain notes and records of all contacts with prospects and donors.
- Engage with workforce develop activities of SkillsUSA Illinois, to learn how they might appeal to donors.
- At SkillsUSA Illinois events, such as *L.E.A.D.* and The Championships, develop and implement opportunities to meet with prospects and donors.

OTHER JOB DUTIES

- Travel required with this position.
- Edit/proofread departmental publications.
- In conjunction with staff, set and maintain a work schedule.
 - Allow for flexible working hours, working evenings and weekends as needed, based on office schedule, meetings, and events.
- Other duties as assigned by the Executive Director/Immediate Supervisor.

WORK LOCATION: Headquarters Office (Pekin, Illinois)
Remote work for Illinois residents may be considered for this position.

IMMEDIATE SUPERVISOR: Executive Director

SUPERVISORY AUTHORITY: Office of Philanthropy and Partnerships staff
 Related Contractors, Consultants and Volunteers
 Others as assigned by the Executive Director/Immediate Supervisor

COMPENSATION: \$75,000 - \$85,000, commensurate with experience.
 SkillsUSA Illinois current employment benefits:

- Health Insurance Plans
- Retirement Plan with 3% contribution of salary match.

Interested applicants should submit a letter of intent and résumé at:

<http://bit.ly/skillsusail-apply>

SkillsUSA Illinois, Inc. is an equal opportunity employer. We believe every employee has the right to work in surroundings that are free from all forms of unlawful discrimination. We are committed to providing equal employment opportunity to all employees and applicants without regard to race, color, religion, gender, national origin, age, disability, ancestry, creed, marital status, sexual orientation, or Veteran or military status, genetic information or any other basis prohibited by local, state or federal law in the relevant jurisdiction. This policy applies to all terms and conditions of employment including, but not limited to employment, advancement, assignment and training.