



CENTER FOR
ENRICHED
LIVING

A Community of Friends. A World of Opportunities.

Director of Development Opportunity Guide

www.CenterForEnrichedLiving.org



About the Center for Enriched Living

Since 1968, the Center for Enriched Living (CEL) has ensured that people with Intellectual and Developmental Disabilities (IDD) are **included** in the community, **achieve** personal success and **enjoy** a good quality of life.

At CEL, members are part of a dynamic community where their voices are heard, choices are respected, and their hopes, wishes, and dreams are pursued. CEL members come from a variety of settings – homes, schools, and area agencies where people live, work and attend day programs. CEL has no geographic boundaries and members hail from Chicago and its 27 surrounding townships. CEL is open seven days a week for teens, adults and seniors. Members can choose to participate in more than 60 different outcome-focused programs that cover a wide variety of interests and budgets and focus on social, recreational, educational, and employment opportunities. Because 84% of CEL members are at or below the federal poverty level, CEL keeps its fees low and offers scholarships for all programs.



Programs focus on three areas of need:

- 1) Social connections to friends and community, addressing social isolation that is prevalent for people with IDD.
- 2) Continued learning so that when school ends at age 22, the drive to gain knowledge and grow from new experiences never ends.
- 3) Finding community-based paying jobs that meet the needs, skills and interests of the individual employment candidates. This effort will reduce the high unemployment rate (85%) for this demographic.

CEL became an independent agency in 1984 and now serves approximately 500 members annually within its 20,000 square foot facility in Riverwoods, IL. [Universal Design](#) concepts are utilized throughout the building, ensuring that everyone, no matter their ability, can navigate and use CEL with greater ease. Additionally, we have added virtual programming to our program offerings during the current COVID-19 pandemic, and it is expected to be a permanent addition to traditional CEL program offerings. Virtual programming will allow participation for members outside of the Chicagoland service area, leading to expansion of participation and accompanying funding needs and opportunities.

CEL has an annual operating budget of approximately \$3.3 million, \$2.3 million of which is raised through philanthropy (i.e. contributions, events and grants). CEL does not receive any federal or state funding to support its programming, allowing greater flexibility in program design and adjustment in order to best serve its mission. Member fees comprise 23% of the annual budget. (Typically this percentage is higher pre and post COVID.)

The Opportunity: Director of Development

The Center for Enriched Living seeks a passionate philanthropic leader to serve as its next Director of Development, following the impending retirement of the current Director after 14 years. The role reports directly to CEL's CEO, Harriet Levy.

The Director will lead a high functioning team responsible for effective management of a comprehensive philanthropy program and will concurrently manage a portfolio of high potential donors, including board and committee members, for cultivation, solicitation and stewardship. The Director of Development will drive the organization's strategic philanthropy goals and provide overall vision to individual giving (including campaigns), planned giving, events, grant development, corporate partnerships, development operations, and a broader philanthropic engagement strategy, ensuring that philanthropy adds even further to the margin of

excellence which CEL provides to its members and members' families. The organization is poised for growth in membership and funding due to new virtual engagement opportunities presented during the current pandemic. The next Director of Development will view changes and challenges through the lenses of opportunity and growth, and lead their team to success with an enthusiastic and inclusive style.

The Director of Development will work closely with the CEO and Board to determine annual philanthropic goals, including strategy and follow-through steps to achieve or exceed them. The successful candidate will collaborate with staff and leadership, peers in the development field and other departments, volunteers, funders and stakeholders. A strategic, respectful, and confident mindset is essential.



Performance Objectives

Strategic Leadership

- Serve as the primary face of all things relative to philanthropy within CEL and beyond. Show leadership and initiative in broad issues facing the sector, the profession, and the community.
- Support the Board of Directors and the CEO to exemplify the highest level of strategic donor interaction.
- Manage all aspects of campaigns.
- Steward a culture of philanthropy at all levels of the organization, including amongst staff, senior leadership and the Board of Directors.

Donor Relations and Portfolio Management

- Develop and manage a caseload of prospective major donors who give or have the capacity to invest at \$10,000 or higher.
- Prospect for donors using the Raiser's Edge database, recommendations from stakeholders, and other means to identify and qualify donors for cultivation, solicitation and stewardship opportunities.
- Partner as appropriate with leadership volunteers to identify and secure visits with those in their peer networks, with past leaders of the organization, and other stakeholders and groups.
- Work in close collaboration with leadership, program, marketing, finance and development staff to present needs that correspond to where donors and prospects identify, while always being responsive to each donor's interests (even if elsewhere) and attentive to fiduciary responsibilities (i.e. donor intent with gifts).
- Lead by example and ensure excellent customer service is provided to donors through accessibility to staff and leadership (as granted), timely responsiveness, quality in all interactions and personalized communications.
- Work diligently to meet agreed upon monthly and annual activity and income producing goals, and be purposeful about every visit, communication, and the desired outcome for each "touch."



Performance Objectives

Administration and Management

- Create an annual and long-term development plan and calendar with corresponding deadlines, deliverables, budgets and goals.
- Motivate, develop and supervise a team of fundraising professionals to deliver on specific components of the development pipeline.
- Develop and implement measurable objectives for all development team members.
- Lead all organization fundraising events directly or through designee, including coordination of board/staff committees, staff and other relevant partners.
- Provide collaborative leadership in maintaining a positive and productive working relationship among the team, staff, and other colleagues.
- Oversee and ensure integrity of regular reporting on goal achievement to demonstrate progress, identify areas of concern and revise strategies as needed.
- Monitor budget and revenue targets and ensure that those supervised perform within revenue and expense guidelines and expectations.
- Track industry trends, strategy and best practices, including educating others and evaluating opportunities for continuous improvement. Act as a resource for current practice and strategy.

External, Community and Partner Relations

- Serve as an articulate, passionate and visible spokesperson for CEL, and as a prominent face of fundraising throughout the community.
- Maintain a strong presence in professional organizations, community groups, and other spaces relevant to the work of CEL and its mission.
- Provide a best practice approach to CEL's efforts to effectively communicate the mission, goals and accomplishments to donors, prospective donors and the broader community.
- Create and implement a plan to identify and build strong relationships with key donors, community leaders and volunteers, and engage organizations with which CEL should partner.



The Qualified Candidate

The Center for Enriched Living seeks a dynamic, self-motivated relationship builder with demonstrated experience closing 6-figure gifts and managing a high performance development team. The successful candidate will be both a “big picture” strategist and talented implementer of strategy. It is imperative that the Director of Development observe CEL member rights and confidentiality and practice a person-centered philosophy. Candidates who are passionate about the opportunity to positively impact the lives of people with developmental disabilities are encouraged to apply.



Specific Requirements Include:

- A minimum of seven years of fundraising experience in roles demonstrating increasing levels of responsibility; three or more managing a multi-functional team.
- Highly effective interpersonal, conversational and presentational skills demonstrating emotional intelligence and situational awareness.
- Past demonstration as a problem-solver and strategic thinker.
- Proven ability to solicit and secure 6-figure gifts.
- Working knowledge of planned giving strategy and implementation.
- Experience working closely with an Executive Director/CEO and Board leadership, training and assisting leadership in managing major donor relationships.
- Proven ability to build strong relationships across a wide variety of individuals and groups.
- Demonstrated success leading strong and productive cross-functional work teams with a focus on mentoring and nurturing staff development.
- Strong analytic and strategic-thinking skills with ability to create, implement, and monitor complex plans and translate those plans into goals and concrete strategies.
- Career track record that shows stability with an organization and capacity to develop and nurture relationships culminating in overall success.
- Bachelor’s degree required; advanced degree preferred.

The salary range for this position is \$100,000 - \$115,000.

How To Apply

This position offers a competitive salary with strong benefits. All inquiries will be held in strict confidence.

The Center for Enriched Living is an equal opportunity employer and does not discriminate on the basis of race, color, gender, religion, age, sexual orientation, national or ethnic origin, disability, marital status, veteran status, or any other occupationally irrelevant criteria.

To assure confidential tracking of all applicants, no applications will be accepted via email. ALL INQUIRIES WILL BE HELD IN STRICT CONFIDENCE.

This search is being managed by Laura Weinman, Vice President of KEES. Questions may be addressed to lweinman@kees2success.com.

APPLY NOW



About KEES

KEES is an executive search firm that builds transformative nonprofit teams and leaders. Founded in 2013 as an expansion of Alford Executive Search, KEES partners specifically with nonprofit organizations to provide an array of executive search, leadership development, interim staffing and human resources services and support. For more information about KEES, please visit www.kees2success.com.

More About The Center for Enriched Living

CEL's core values are quite simple, and members are the #1 priority. CEL encourages and supports their self-advocacy as they discover and achieve their desired path in life. CEL is an inclusive organization and places a high value on families, community partners, donors, volunteers and all stakeholders as they work together to enrich the quality of life for the organization's members. The staff team is CEL's #1 asset, embracing and holding dear to the organization's core values. CEL's team enjoys their work and likes to have fun. The organization attracts and retains the best and also expects the best. Leadership supports the CEL team in their work, professional development and pursuit of knowledge and cares about their well-being.

