

Development Associate Job Description



The mission of the Chicagoland Lutheran Educational Foundation (CLEF) is to empower urban Lutheran schools to deliver innovative, quality education in a Christian environment. To achieve our mission, CLEF raises funds for student scholarships, educational programs, capital improvements, technology, and salary support. In addition, CLEF provides services including special education, school nursing, teacher professional development and coaching, and marketing assistance. Located in Bensenville, we serve a network of 21 Lutheran schools across Chicagoland. CLEF is a recognized 501(c)(3) nonprofit organization dedicated to ensuring our students, teachers, leaders and schools have the tools they need, to grow, thrive and succeed.

Position Overview:

CLEF is seeking a dynamic individual to join our team as the Development Associate. This new position will provide opportunity to help shape the job and deliver new outcomes. It is a full-time salaried position with benefits. Reporting to the Executive Director, the position will assist with fundraising tactics, general development activities, donor stewardship and database management.

Position Specifics:

- Assist the Executive Director with development and fundraising activities
- Develop and maintain a Monthly Sustainers Program
- Promote, identify and cultivate members for the Community Partner Program
- Support the planning and execution of fundraising events
- Solicit in-kind support for fundraising and supplies
- Conduct prospect research for individuals, organizations, foundations and corporations
- Assist with new donor cultivation while maintaining relationships with current donors
- Collaborate with Marketing Coordinator to promote fundraising in communication plans and direct mail
- Maintain donor information in DonorPerfect database
- Prepare and distribute gift acknowledgment letters

Position Requirements:

- Bachelor's degree
- Minimum three years of development experience
- Proficiency in Microsoft and Google Suites and Constant Contact
- Experience with DonorPerfect a plus
- Knowledge of basic fundraising and development best practices
- Excellent oral and written communication skills
- High attention to detail and follow-through
- Ability to take direction, work independently, balance competing priorities, show initiative and produce results
- Personal qualities of professionalism and integrity
- Commitment to CLEF's mission of supporting quality Christian education

For Consideration:

Please submit a cover letter, resume and salary requirements to clef@clefchicago.org.

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