



Championing the Well-Being of Illinois' Children

www.childrensadvocates.org

**Children's Advocates for Change
Manager of Fundraising Activities Job Description**

Position Title: Manager of Fundraising Activities (Part-time)

Reports to: President of Children's Advocates for Change

Location of Job: Remote; Individual should be based in the Chicago area

Organizational Description: Children's Advocates for Change is an independent advocacy organization committed to the well-being of every Illinois child. We champion those policies and investments children need to be educated, healthy, and thrive. Our ultimate goal is to see that every child is afforded every opportunity to succeed in life regardless of that child's race, ethnicity, or zip code. That means making sure every child has the necessary shelter, medical care, and education and is in a safe and loving environment.

Position Description: CAFC seeks a fundraising manager to assist in executing CAFC's development plan. This is a part-time job of 15 hours per week. The individual may conduct the job remotely, but CAFC is looking for an individual based in the Chicago metropolitan region.

Responsibilities shall include:

- Working with the President of CAFC on the fundraising schedule
- Organizing fundraising events
- Assisting with fundraising mailings and notifications including coordinating printing of materials
- Tracking contributions
- Following-up with individuals pledging donations
- Monitoring foundation grant opportunities
- Working with the President and CAFC's Finance Committee on donor cultivation
- Helping maintain fundraising lists
- Execute special projects and other assignments as required

Qualifications:

- Bachelor's degree
- Three to five years' experience of raising funds in the Chicagoland area with a proven track record of success
- Strong project management skills
- Familiarity with Microsoft Office Suite
- Excellent interpersonal, verbal, and written communication skills
- Ability to work on occasional evenings

Opening/Closing Date: Closed when filled.

Applications: Send a cover letter and resume to: info@childrensadvocates.org

CAFC is an equal opportunity employer and encourages applications from qualified candidates of all backgrounds.