

**Illinois Humanities Council**  
**Position Available: Development Associate**

***Who We Are***

The Illinois Humanities Council [501 © 3] is an independent state affiliate of the National Endowment for the Humanities. Based in Chicago, the IHC promotes greater public appreciation for, understanding of, and participation in the humanities throughout Illinois. Our average annual budget of \$2 million derives from public and private sources; and it supports a diverse portfolio of programs and services. Complete information on IHC programs is available at [www.prairie.org](http://www.prairie.org).

***A Great Ground-Floor Opportunity for the Right Person***

We are beginning a multi-year effort to increase private support for our highly regarded humanities programming. We are looking for a person with the right combination of development aptitude, experience, and education to help us begin this new chapter. The Development Associate will report to the Executive Director and be a member of the staff team that works with the Institutional Advancement committee to secure the financial resources the IHC needs to carry out its mission.

**Specific Responsibilities**

*The Development Associate will be responsible for daily activities in support of the IHC's development plans. He/she will:*

- maintain donor records in database and in paper files, including grant tracking and reporting;
- process donations and donor acknowledgements;
- develop and manage lists for solicitations;
- track proposal submissions and reporting requirements;
- generate reports on all phases of fundraising;
- implement recognition activities;
- arrange meetings for IHC leadership with donors and prospective donors; and
- oversee development operating systems.

*The Development Associate will provide support for longer term strategies for increasing private funding. He/she will:*

- Help execute the annual fund, the annual benefit, and major gift campaigns;
- Do prospect research on foundations, corporations, and individuals;
- Assist, as needed, with grant writing and the development of promotional materials;
- Coordinate mailings, meetings, solicitations, telephone follow-up calls;
- Coordinate donor recognition activities and visibility events;
- Staff board and committee meetings, as directed; and
- Take on other duties as assigned by Executive Director.

**Requirements**

BA in liberal arts. Advanced degree a plus. Experience [1-3 years] in nonprofit fundraising, especially in Chicago metro. Superior interpersonal and communication skills, including oral and written abilities. Research skills, including knowledge of fundraising information resources. Core computer skills in word processing, data base management, spreadsheets, and aptitude for specialized software (such as Raiser's Edge). Ability to work effectively with a wide range of individuals and organizations; to work in a team and independently; and to manage multiple tasks, prioritize work, meet deadlines, and ensure quality of work. Attention to details and the big picture.

**Development Associate is a full-time position with benefits. Send cover letter, resume and salary requirements, and names of three professional references by November 8, 2010 to:**

***Development Associate Search***  
**Illinois Humanities Council**  
**17 N. State St. Suite # 1400, Chicago, IL 60602.3296**  
**[www.prairie.org](http://www.prairie.org)**

***No Fax or Email Transmissions Will Be Accepted. Position will remain open until it is filled.***

**The Illinois Humanities Council is an Equal Opportunity Employer.**

*This announcement describes the position currently available. It is not an employment contract.*

*The IHC reserves the right to modify job duties or descriptions at any time*