

CENTER ON 3656 N. HALSTED

CHIEF DEVELOPMENT OFFICER

ABOUT CENTER ON HALSTED

Center on Halsted is the Midwest's most comprehensive community center dedicated to advancing community and securing the health and well-being of the Lesbian, Gay, Bisexual, Transgender and Queer (LGBTQ) people of Chicagoland. More than 1,000 community members visit the Center every day (pre-pandemic), located in the heart of Chicago's Lakeview Neighborhood.

Dating back to 1973, Center on Halsted began as a volunteer-run information clearinghouse and meeting place for gays and lesbians. Over the course of nearly 50 years, the organization has evolved to include and serve individuals from all parts of the LGBTQ community. Initially started as an information resource, programs expanded to include medical services, youth groups, social activities, mental health programs, HIV/AIDS services, senior programs, anti-violence initiatives, culture and community programs, and workforce development.

The Center works to provide a safe and welcoming environment with programs and services for the entire community. They partner regularly with other organizations and groups from across Chicago and the nation to provide additional programming for the community. Center on Halsted also serves as an incubator for a number of smaller LGBTQ non-profit organizations, called Resident Partners, providing operational support, space and resources for organizations that may otherwise find it difficult to interact and grow.

Key Facts

- 70 total staff
- \$6.5M budget
- 7 development & marketing staff
- 26-member [Board of Directors](#)
- [Programs](#)
- [History](#)

Mission and Vision

MISSION

Center on Halsted advances community and secures the health and well-being of the LGBTQ people of Chicagoland.

VISION

A thriving lesbian, gay, bisexual, transgender and queer community, living powerfully in supportive inclusive environments.

Visit



Center on Halsted is guided by the following strategic priorities:

- **Visibility & Relevance:** Promote the visibility and relevance of Center on Halsted offerings in Chicagoland's LGBTQ community.
- **Health & Well-Being:** Ensure the health and well-being of LGBTQ people through wellness and lifespan offerings.
- **Geographic Reach:** Extend the geographic reach of and access to Center on Halsted.
- **Diversity & Inclusion:** Demonstrate a culture of diversity and inclusion through staff, board, programs, and community engagement.

RACE EQUITY STATEMENT

Center on Halsted is a catalyst advocating for racial equity for all LGBTQ individuals, allies, and their intersectional identities. With our partners we fight racism, bias, and hate. We commit to take intentional action, remain humble, defend equitable policy-making, and seek accountability in the collective effort to foster resilient communities.

THE CHIEF DEVELOPMENT OFFICER

The Chief Development Officer (CDO) oversees the evaluation, execution, and expansion of Center on Halsted's comprehensive development and fundraising program. The CDO will develop strategies to guide the effective cultivation of donors and lead the development function with a demonstrated understanding of and commitment to the organization's mission and core values. The Chief Development Officer reports directly to the CEO, serves as a member of the Senior Leadership Team, supports the Development Committee of the Board of Directors, and manages a staff of seven.

This Chief Development Officer will need to be strategic, adaptable, innovative, and adept at guiding the ongoing professional development of a team. The CDO will carry a portfolio of major donors and support the CEO and Board in their donor cultivation. Additionally, the CDO will need to collaborate with colleagues on the Senior Leadership Team, especially Finance and Programs, to ensure open dialogue and effective reporting.

MAJOR OBJECTIVES

Within the first 12 to 18 months, the Chief Development Officer will achieve the following major objectives:

- Establish a strong relationship and partnership with the CEO to collaborate on setting strategy for the development team and cultivating top donors and prospects
- Develop plans for a capital campaign and establishment of a planned giving program.



- Assess the current base of donors and prospects and develop strategies for how to effectively cultivate, solicit, and grow those relationships; create opportunities to re-engage lapsed donors, especially those that supported the last capital campaign.
- Engage with the development and marketing staff to create structures that support the team in working more effectively and efficiently; work to establish plans for team members' ongoing professional development.

RESPONSIBILITIES

The Chief Development Officer will have the following primary responsibilities:

- Develop, implement, and evaluate the organization's development and fundraising plan, strategy, and goals to maintain and expand contributions from individuals, corporations, foundations, and government sources; craft effective strategies to re-engage lapsed donors, with a particular focus on those that supported earlier capital campaigns.
- Manage and lead development department staff, collaborating individually and collectively to meet annual revenue and other departmental objectives. Identify staff development and training needs and provide solutions. Conduct annual staff performance reviews.
- Work with the CEO to develop, implement and evaluate an annual, comprehensive communications plan both in support of the annual development plan and to expand awareness and visibility of the organization's programs and services.
- In partnership with the CEO, Board of Directors, and senior staff, establish a comprehensive development strategy to meet or exceed funding goals.
- Implement systems and structures to maximize philanthropic revenue from all sources (annual fund, individual major gifts, corporate and foundation relations, government grants, special events); develop a plan to support implementation of a planned giving program.
- Participate in developing high-level solicitation strategies with the CEO, Board, and key relationship managers; provide oversight and review for proposals and solicitation materials.
- Formalize the relationship management process from identification through stewardship, to ensure a high donor retention and renewal rate; develop comprehensive donor recognition programs for individuals, corporations, and foundations.
- Provide oversight for development operations, coordination of effective prospect research, and key donor engagement functions including special events and cause marketing campaigns.
- Work collaboratively to implement Individual Engagement Plans (IEP) with the Board of Directors; meet regularly to provide consultation and staff support to the Development Committee of the Board.
- Develop and manage the department's annual revenue and expense budget.



- Stay informed about trends in philanthropy, fund development, and nonprofit management; provide counsel to the CEO, Development Committee, and Board on current trends, issues, problems, and activities in order to facilitate policymaking; recommend policy positions concerning fund development.
- Ensure compliance with all relevant regulations and laws, maintain accountability standards for donors, and adhere to codes of ethical principles and standards of professional conduct for fundraising executives.
- Support the stability and sustainability of the development function by creating a working environment that is rewarding to staff and volunteers.
- Be familiar with all aspects of the Center's programs and client base, to be able to help identify and pursue new funding and marketing opportunities.

QUALIFICATIONS

The ideal Chief Development Officer will bring most of the following qualifications and skill sets:

- A minimum of seven years of senior-level comprehensive fundraising experience. Prior experience guiding strategy and leading a team of development professionals.
- A commitment to the mission, vision, values, and services of the Center on Halsted; an authentic understanding of and sensitivity to the issues facing the LGBTQ community.
- A proven leader who is strategic, visionary, inspirational, creative, collaborative, resourceful, and results oriented; a high level of integrity, respect for others, and a commitment to excellence.
- The ability to translate strategy into meaningful, actionable objectives and plans; communicate clearly at one-on-one and group levels; convey sense of purpose and mission that motivates others; maintain direction, balancing big-picture concerns with day-to-day issues; solicit feedback to ensure understanding, alignment, and course correction.
- Experience in setting goals, executing goals, creating accountability, and providing leadership for campaigns including capital, planned giving, and annual giving.
- Demonstrated ability to establish and maintain relationships with a variety of individuals including Board, funders, and civic leaders.
- A proven track record of exceeding goals and delivering return on investment; the ability to consistently make good decisions through a combination of analysis, wisdom, experience, and judgement; a high level of professionalism and nonprofit acumen; problem solving expertise and creative resourcefulness.
- The ability to think strategically, anticipate future consequences and trends, and incorporate them into the long-term plan.



- Exceptional capacity for managing and leading a plan; a team player experienced in scaling up fundraising activities; the ability to engage with individuals personally and in large groups.
- Enjoys working hard and looks for challenges; able to act and react as necessary, even with limited information.
- Resourcefulness, flexibility and an aptitude for working within a sometimes ambiguous, fast-moving environment while also driving toward clarity and solutions.
- Superior communication skills, both verbal and written; the ability to adapt communication style to the audience.
- A bachelor's degree or equivalent professional experience is required.

COMPENSATION AND BENEFITS

The salary range for this position is \$125,000 to \$150,000. The Chief Development Officer will need to be based in Chicago at the Center on Halsted offices. Benefits include medical, dental, and vision insurance; employer-paid life, short- and long-term disability insurance; 403(b) program; paid time off including holidays, sick days, personal days, and vacation; flexible spending benefits; employee assistance program; pre-tax commuter benefits.

APPLICATION

Center on Halsted has retained Campbell & Company to conduct this search. The team for this project is Colleen Rogers and Angèle Bubna. To be considered for this opportunity, please send a letter of interest and resume to:

ANGÈLE BUBNA

Associate Consultant, Executive Search
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(312) 312 – 8883

Center on Halsted hires the most qualified candidates without regard to any person's race, color, sex, gender identity, gender expression, age, religion, disability, national origin, ancestry, genetic information, sexual orientation, marital status, parental status, pregnancy, military discharge status or source of income.



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