



OPEN POSITION

PART-TIME DIRECTOR OF DEVELOPMENT & COMMUNITY ENGAGEMENT

On Your Feet Foundation is a national 501(c)3 organization based in the Chicagoland area, dedicated to serving the needs of parents after they have placed a child or children for adoption. We are recognized as the leader in comprehensive post-placement support for birthparents, a demographic that has historically been under-served within the adoption community. We do this through case management, access to adoption-competent therapy, therapeutic retreats, education and counseling grants, adoption education and community-building.

We are looking for a person who is as passionate and enthusiastic about our organization’s mission as we are to join our close-knit team; someone with an understanding of the critical importance of the work we do and the impact it has on everyone in the adoption constellation. As a predominantly donor-funded organization, OYFF’s Director of Development & Community Engagement is an important member of our team, focused on building out our donor network, communicating with past, current, and potential donors, and creating a strong network within the greater adoption landscape. This position reports directly to our Executive Director, and is assisted by our Development & Communications Associate.

POSITION RESPONSIBILITIES

Development

- Contribute to the creation and implementation of comprehensive annual plans for annual appeals as well as the year-round giving program. Plans include establishing goals for upgrading and retaining current donors, restarting lapsed donors and acquiring new donors (\$20,000 annual goal)
- Oversee and implement our annual End of Year Appeal (\$35,000 goal)
- Partner with our Board of Directors and Executive Director to oversee and manage annual fundraising events
- Research appropriate grant opportunities and apply (\$20,000 annual goal)

Community-Building & Engagement

- Identify, recruit, and communicate with agencies to build out our Birthparent Support Alliance program
- identify new revenue streams in the adoption community (ie, adoptive parents, etc) and build out new donation and support communities

EDUCATION AND EXPERIENCE REQUIREMENTS:

Relevant Experience:

- Three years of development experience including demonstrated success in individual and online giving fundraising and management
- Minimum: 3-5 Years
- Preferred: 5-7 Years
- Experience with fundraising and data management systems; Neon experience preferred
- Experience with development management including, but not limited to, prospect identification, cultivation, solicitation and stewardship

Education:

- Minimum: Bachelor's Degree
- Preferred: Bachelor's Degree and a nuanced understanding of, and experience within, the current adoption landscape

LOCATION	HOURS	COMPENSATION	TO APPLY
This position is fully remote but requires proximity to the Chicagoland area.	This role is part-time, with flexible hours.	\$18-21 per hour. No benefit package.	Please forward a resume and cover letter to: alexis@onyourfeetmidwest.org WWW.OYOURFEETFUNDATION.ORG