

JOB ANNOUNCEMENT

Director of Resource Development and Operations
Ravenswood Community Services, Inc (RCS) – 501(c)3
www.ravenswoodcommunityservices.org

Responsible for the development and management of the fundraising, volunteer coordination and organization-wide financial and administrative operations of Ravenswood Community Services (RCS). RCS is a dynamic, non-profit 501(c)3 organization that provides resources for people in need and creates opportunities for individual and community outreach in the Ravenswood and Uptown neighborhoods of Chicago. We realize this mission by providing our neighbors with the basics of food and daily supplies, health screenings and information, and life-skills education so that they can achieve health, stability, and dignity. More information about our efforts in the community, including our annual report, can be found at www.ravenswoodcommunityservices.org RCS shares a close connection to the ministry and outreach of the All Saints' Episcopal Church congregation. www.allsaintschicago.org

Major Areas of Responsibility:

- Implement the vision of the board of directors and support the activities of the board and standing committees.
 - Pivotal in board recruitment and development.
 - Assist the board in the development and implementation of a three-year strategic plan as RCS transitions through an important period of growth.
 - Provide reports and assistance to Board members – staffs Board and committee meetings, including preparation of all financial reports and agendas.
- Facilitate successful relationships between RCS and its internal and external constituents:
 - All Saints' Episcopal Church
 - Community Kitchen and Food Pantry
 - Ravenswood School
 - Episcopal Charities and Community Services
 - Other area non-profits
 - Individuals and groups who live or run businesses in the neighborhood
- Provide oversight and administration of the daily operations of the \$200K operating budget (including researching and procuring food and supplies, interfacing with contract accountant and auditor, monitoring accounts payable and receivable).
- Research and identify funding sources (foundations, corporate donors, individual donors, faith-based communities, and other potential donors) and lead the effort to secure funding to meet the agency's annual revenue projections.
- Working closely with volunteers, manage and expand RCS's two major annual fundraising events that support the RCS operating budget:
 - Fundraiser Gala (currently known as Hunger Rock) - \$25,000
 - Ravenswood Run - \$50,000/\$25,000 of which benefits RCS.
- Maintain and expand RCS's marketing and communications vehicles, including the web site, newsletters, annual report, flyers and brochures, and periodic direct mail pieces.

Long Version DRAFT 5

- Develop and maintain an agency database to interface with accounts receivable, donor acknowledgment letters, and marketing potential.
- Ensure agency compliance with regulatory and civic bodies including IRS (form 990), USDA, Greater Chicago Food Depository (GCFD), City of Chicago, State of Illinois.

Skills: Excellent financial administration, budget development, and fundraising skills. Exceptional written and verbal communication skills. Able to flexibly and efficiently perform duties in a self-directed environment. Proficient in word processing, database, and spreadsheet management.

Experience and Requirements: Demonstrated effectiveness in a senior level position in a non-profit or comparable work environment. Board and volunteer development, fundraising (including grant writing and donor solicitation), strategic visioning, event planning and marketing experience a plus.

Reports to: President of Ravenswood Community Services

Status: Professional, part-time (20 hour per week)

Salary Range: \$28,000 - \$32,000 annually without benefits (possibility to move to full-time with benefits in mid-2009).

Anti-Discrimination Policy. Ravenswood Community Services shall not discriminate on the basis of race, color, national origin (ancestry), ethnicity, religion (creed), gender, age, disability, marital status, sexual orientation, or economic circumstance in any of its activities or operations.

Submit resume to:

The Rev. Bonnie Perry
President, Ravenswood Community Services, Inc.
4550 N. Hermitage
Chicago, IL 60640
Apply by *July 30, 2008*