“The Ins and Outs of Nonprofit Writing”

Wednesday, April 11th, 2018

Join us at the April AFP meeting at Barracks Cater Inn Banquet Center in Peoria, IL for a training called “The Ins and Outs of Nonprofit Writing.” In this training by Tara Boehl, Annual Fund Coordinator at the OSF Healthcare Foundation, she will examine different types of nonprofit writing and storytelling.

During this training, we will have a better understanding of the importance of how strong messaging from nonprofits using the donor-centric philosophy and style can highly impact your organization. Tara will discuss how to use this style in each of the various mediums including: direct mail, personal communications, necessary documents, impact statements, social media, websites, toolkits, and campaigns. Tara will provide both good and bad examples to illustrate these points.

Tara Boehl has been writing most of her life. You name it, and she's probably had experience writing it. After spending the early part of her career primarily in corporate America, she left to pursue her lifelong mission of doing good and changing the world. She's been with the OSF HealthCare Foundation since 2016 as a writer on their annual fund team. Her main areas of focus are creative donor communication, strategic messaging and campaign materials. She has a bachelor's degree in journalism/public relations and a master's degree in persuasive communication.

Wednesday, April 11th, 2018
Barracks Cater Inn Banquet Center & Catering
1224 W Pioneer Pkwy, Peoria, IL 61615
$15 for Members/ $25 for Guests
11:30- Registration and Lunch/ Noon- 1:00 pm- Program

1 CFRE Credit

RSVP: info@afpcentralillinois.org

Pay online at: http://www.afpcentralillinois.org/meetings-events
Chapter News: Ten Star

Central Illinois AFP Continues Ten Star Chapter Distinction in 2017!

Every year, AFP, the largest association of professional fundraisers in the world, honors chapters for achieving goals that align with key objectives in its long-range strategic plan. Chapters receive the Ten Star Award for performing specific activities designed to increase professionalism within fundraising and public awareness of the importance of philanthropy. Ten Star Chapters are recognized at the AFP International Conference on Fundraising. Chapters also earn the privilege of displaying the Ten Star logo on their chapter page on their website, newsletters and stationary.

“Chapters that have earned the Ten Star status have shown their dedication to AFP and the promotion of ethical and effective fundraising,” said Paulette V. Maehara, CFRE, CAE. “They serve as models for our other chapters, and I am pleased to honor their leaders and members for their tremendous work in advancing our strategic plan and educating the public about the importance of giving and volunteering.”

Criteria for the award are determined by AFP International Headquarters. A list of several goals is published annually, and chapters must accomplish 10 of these goals during the year and submit a nomination form for verification to be honored.

Scholarships… Did you know?...

Central Illinois Chapter AFP has scholarships for its members including the C. Wilson Schroeder Membership Scholarships. Up to four scholarships will be awarded to fundraisers and/or executive directors whose organizations budgets are constrained but who would benefit from AFP membership. The scholarship covers 100% of the national dues ($250) while the recipient pays for the local dues ($40) the first year. In the second year, the scholarship will cover half of the national dues ($125) and the recipient covers the other half and the local dues (total of $165).

Go to the CIAFP website – www.afpcentralillinois.org - for more info on these and other scholarships or contact Robin Ballard at 309-645-2300 or rltb26@gmail.com. The deadlines for applying for one of the Schroeder Membership scholarships are April 15 and October 15.
All Day Training

SAVE THE DATE

Who: Donor Guru, Lynne Wester
Topic: The 4 Pillars of Donor Relations & Meaningful Purpose Driven Events
When: Wednesday, June 13th, 2018
Where: ICC East Peoria Campus
Cost: Early Bird $75 member/$125 guests
Credits: 4 CFRE Credits
Website: http://www.donorrelationsguru.com/
RSVP: info@afpcentralillinois.org

RESERVATION FORM

Name:_________________________
Organization: _____________________________________
Address:_____________________________  City/State/_______________
Zip:_______________________________
Phone:________________________
E-mail:___________________________________________
Amount enclosed:___________

To make your reservations for the meeting, please e-mail info@afpcentralillinois.org.

Please send this form with a check marked “April 2018” or “Early Bird Reservation Form June 2018” payable to AFP Central Illinois Chapter to: Central Illinois AFP, P.O. Box 5323, Peoria, IL 61601

April need by April 9th 2018 or Early Bird need by May 11th 2018
DIRECTOR OF DEVELOPMENT
Full-time, Grade: 26

Department: Foundation; Supervisor: Stephanie Holmes

The director of development is responsible for soliciting major gifts, managing the alumni relations program, managing the annual employee campaign solicitation of new donors and maintaining annual renewals, maintain donor wall as well as develop, implement and manage fundraising and stewardship events. The director works closely with the foundation executive director, college president, foundation and college staff, and the foundation’s board of directors.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Responsibilities will include, but are not limited to the following: Collaborate with direct supervisor to establish and achieve annual, quarterly and monthly fundraising goals. Identify, educate, cultivate and solicit individual, corporate, and major gifts including; campaign support, individual and corporate sponsorships, annual appeal, and annual employee campaign. Coordinate fundraising and alumni activities including, but not limited to: open houses, major donor receptions, estate planning seminars, groundbreakings, and stewardship activities to recognize and thank donors and other college events as they relate to donors. Manage the Alumni Advisory Committee and volunteers to include development of goals and objectives, facilitating meetings and leading the committee towards successfully completing the established goals and objectives. Overseer alumni membership and benefits program; cultivation and solicitation of members and benefits, and maintaining relationships with current member benefit businesses. Coordinate annual alumni awards, including application, selection and recognition process. Assist the Executive Director in monitoring compliance with gift acceptance and other foundation policies and procedures, and be responsible for all aspects of the administration of the Educational Foundation in the absence of the Executive Director. Participate, as appropriate, on college and foundation committees, including the ICC Strategic Forum, and represent the college and foundation at community events and in community organizations as requested. Coordinate with marketing staff in developing production schedules, photo ops and planning narrative strategies; establish and adhere to budget for the area of responsibility and perform related duties as required.

NECESSARY QUALIFICATIONS

Education & Experience: Bachelor’s degree or the equivalent, preferably with emphasis in business administration or related field. Demonstrated experience in managing projects and building relationships. A minimum of 5 years of directly related experience in fund raising and/or managing resource development programs in higher education, preferably a community college. Must demonstrate creative writing skills, general database knowledge, and experience with Microsoft Word, Excel and Access. Knowledge of: Principles and practices of fund development, including IRS rules and regulations for tax deductible giving; Resource development strategies; principles and practices of event planning; employee and public appreciation activities or programs; operation principles of PC computer systems, including knowledge of Microsoft Word, Excel and Access; Newsletter and annual report development. Ability to: assess potential gifts to the foundation; ability to solicit gifts of all sizes; ability to represent ICC and Educational Foundation professionally in the community and have strong interpersonal skills; ability to speak to large and small groups; and demonstrate ability to work with diverse groups of people; maintain effective working relationships with other people; must have excellent communication (written and oral) skills and the ability to work effectively with a wide range of potential donors and volunteers, including writing for multiple audiences and mediums.

DESIRABLE QUALIFICATIONS:

Master’s Degree and/or CFRE credentials. Sound working knowledge of fund raising and matters relating to philanthropy; ability to assess potential gifts to the foundation; ability to solicit gifts of all sizes; ability to represent ICC and Educational Foundation professionally in the community and have strong interpersonal skills; ability to speak to large and small groups; and demonstrated ability to work with diverse groups of people.

APPLICATION PROCEDURE
Qualified individuals interested in this position should apply online at www.icc.edu/jobs. A cover letter and current resume must be provided with the online application. Final candidates will be required to complete a drug screen, physical and background check. The deadline to apply is Monday, April 9, 2018.
Responsibilities include:

Coordinates all Special Events for the agency within a collaborative environment.

- Plans and promotes all Special Events under the direction of the Development & Marketing Director, including fundraising events and other agency events defined by the Development & Marketing Director and/or committee.
- Coordinates planning and implementation of events including preparation, set-up, implementation, take-down and follow-up
- Collaborates with agency Directors, staff members and Board of Directors who assist with various phases of the event process
- Documents planning, process, and outcome for all Special Events: maintaining databases and preparing reports as required
- Assists the Development & Marketing Director with media relations pertaining to events
- Assists the Development & Marketing Director with prospecting, soliciting, and managing sponsorships for the events
- Works with community agencies and groups to promote philanthropy

Prospects, cultivates, and provides stewardship of Special Events Sponsors.

- Prospects new business for package and individual sponsorship of the events
- Cultivate the prospects and current sponsorship relationships.
- Stewardship of all current sponsors.
- Implements acknowledgement package, appreciation and recognition for each sponsor in collaboration with the Development & Marketing Director.
- Produces monthly, quarterly and annual summaries and reports of each event.
- Coordinates Special Event Committee members including: scheduling, communication, and answering questions regarding duties.
- Develops community partnerships and linkages in order to provide necessary services, strengthen community alliances, and position the agency as a leader within the community.
- Represents the agency in professional groups, community meetings and events in collaboration with the Development & Marketing Director.

Assists the Development & Marketing Director in public relations activities to support the agency.

- Coordinates documentation, acknowledgement, and appreciation for donations related to Special Events
- Providing agency tours as requested
- Coordinates and distributes brochures, pamphlets, flyers, newsletters and other PR materials within the community for outreach activities including third party events.
- Attends community networking events and outreach events as requested, including presentations about the agency.
- Assists with marketing and public relations activities as requested.

QUALIFICATIONS:

Education and Experience:

- A Bachelor’s Degree from an accredited university
- Experience in supervision preferred
- Experience in community collaboration is preferred
- Experience in event planning is required
- Experience in budget management is desired

To apply online at: https://www.indeed.com/
Executive Director – South Central Illinois

As one of the nation’s premier humanitarian organizations, the American Red Cross is dedicated to helping people in need throughout the United States and, in association with other Red Cross networks, throughout the world. We depend on the many generous contributions of time, blood, and money from the American public to support our lifesaving services and programs. If you share our passion for helping people, join us in this excellent career opportunity.

We are currently seeking a professional, innovative and enthusiastic Executive Director for our South Central Illinois chapter. There is flexibility for the successful candidate to be based out of Springfield or Decatur, IL.

This highly visible role leads and directs volunteers and employees in the South Central Illinois Chapter to ensure the American Red Cross goals and mission are achieved. Reporting to the Regional Executive, you will promote an inclusive, team-based culture centered on leading and empowering volunteers. As the face of the Red Cross, this role also cultivates and manages select donors. In addition to enhancing community presence through key media and community partner relationships, you will steward the local board of directors. The population served in the assigned Chapter will be at or over 1M.

Responsibilities:
Recruit and develop local volunteer leaders to achieve mission metrics and support responsibilities in home market and district.

• In support of fundraising, manage local United Way relationships, local major donors, and board of directors’ contributions.
• Work with board to nurture individual, corporate, and foundation donors.
• Build community presence in home market through relationship with media, elected officials, and key governmental partners.
• Develop relationships with community stakeholders. Focus especially on those that bridge volunteer partners such as faith-based, college/university, NGO/NPO, and community organizations.
• Recruit and steward local board of directors for 100% participation. Manage annual board campaign and efforts of other related community boards.

Qualifications

Education: Four year college degree (BS/BA) in Business, Communications, Marketing, Public Relations, Finance or non-profit administration or equivalent experience required. Prefer Master’s degree in the field of community organization, public or business administration or non-profit management.

Experience: Minimum of 7 years related experience. Demonstrated ability to exercise good and timely judgment in complex situations. Demonstrated ability for strong communications and influencing skills along with public speaking and writing. Demonstrated ability to develop and implement fundraising strategies. Demonstrated ability to build sustain community relationships/partnerships. Proven experience in influencing others and building relationships.

Management Experience: Minimum 5 years related management/ supervisory experience.

Other: Proficient with MS Office software, including Word, Excel, PowerPoint and Outlook. Familiarity with federal state and local employment laws.

Travel: May involve travel.

The American Red Cross is a nonprofit organization that offers employees growth and development; team spirit; a competitive salary; and a comprehensive benefits package. If this sounds like the kind of opportunity that you’ve been waiting for, please visit our website and apply at: https://americanredcross.wd1.myworkdayjobs.com/American_Red_Cross_Careers/job/Springfield-IL/Executive-Director---Springfield--IL_RC12736-1

The American Red Cross is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to sex, gender identity, sexual orientation, race, color, religion, national origin, disability, protected veteran status, age, or any other characteristic protected by law.
Title: Chief Development Officer

Reports to: Executive Director, Quest Charter Academy

Primary Role and Purpose: This position is responsible for the overall fund development program for Quest to include but not limited to direct mail, individual and corporate solicitations, special events, and grant writing. This position provides support to the Development and Communications Committee. This person is part of the administrative team for the schools.

Essential Duties & Responsibilities:

- Develop and execute the annual fund development plan with financial goals for all components.
- Prepare evaluations of fundraising potential by identifying prospects with the capacity and interest in supporting Quest.
- Build and maintain long term fund development relationships with key donors and prospects, identifying major gift opportunities.
- Organize and implement individual donor solicitations, to include Board, staff, existing donors, prospective donors, etc.
- Develop and execute a capital development plan, if needed and approved by the Board.
- Manage the grant process to include researching grant opportunities, writing or coordinating the writing of all grant applications, and working with staff to ensure compliance with grant requirements and reporting.

Secondary Duties & Responsibilities:

- Assist the Executive Director with arrangements and publicity, when appropriate, for school visits by prominent individuals, business leaders, elected officials, and donors.
- In collaboration with the Business office, develop and maintain donor database, gift processing and donor stewardship activities in a timely manner that supports the growth of the schools.
- In collaboration with the Business office, produce monthly reports for the Development and Communications Committee.
- Create content and oversee production of all major communication tools such as the annual report, website, social media and other public relations. Develop press releases and build relationships with media representatives to produce stories on school-related accomplishments and innovations.

Minimum Qualifications:
Knowledge of fund development process and procedures
Track record of successful fund development for nonprofit organizations
Background in grant writing
Strong written and verbal skills
Experience with developing and maintaining productive working relationships with key stakeholders
Ability to work independently as needed
Leadership track record
Ability to work productively in team environment

Desirable Qualifications:
College Degree
Quest Peoria Charter School Academy
2503 North University
Peoria, IL 61604
309-402-0030