The 35th Annual National Philanthropy Day

Each year, the Central Illinois Chapter of the Association of Fundraising Professionals (AFP) honors donors, volunteers and fundraising executives whose gifts of time, expertise and resources contribute significantly to the success of the nonprofit agencies and institutions they serve. The Central Illinois AFP Chapter invites you to join us at the luncheon to recognize this year’s award recipients.

Wednesday, November 14, 2018
Par-A-Dice Hotel Casino, East Peoria
Registration at 11:00 am  Luncheon begins promptly at 11:30 am

Outstanding Philanthropist
R. Rennie Atterbury III

Outstanding Philanthropic Corporation
WMBD/WYZZ

Outstanding Philanthropic Foundation
PAAR Cares Foundation

Lewis J. Burger Outstanding Volunteer Fundraisers
Vicki and Randy Bahr

Dennis A. Steele Outstanding Philanthropic Organization
Uftring Auto Group Ambassadors

Outstanding Youth in Philanthropy – Ages 5-17
Jack Disharoon

Outstanding Youth in Philanthropy – Ages 18-23
Illinois Central College Women’s Softball Team

Ian T. Sturrock Outstanding Fundraising Executive
Mark Roberts

Giving Heart
Taylor Larson / Cuddles for Kids
The National Philanthropy Day awards luncheon on Wednesday, November 14, 2018 provides a unique opportunity for organizations to publicly express their appreciation to those who do so much to enhance philanthropic support in our community.

*For more information, please go to:* www.afpcentralillinois.org

*To purchase tickets:* [Reservations](http://afpcentralil.org)

---

**Check out our NEW WEBSITE!**

We have been working behind the scenes to create a new website for our chapter.

Thank you for helping us to make your experience the best it can be for all involved. Please go through and find some new features:

1. Front page with link to upcoming meeting
2. Front page with link to Philantopics
3. Meetings page with the ability to pay directly for your meeting

We are currently adding more each month. Please stay tuned for more information.

[http://afpcentralil.org](http://afpcentralil.org)
Many thanks to the following Central Illinois AFP members for their gifts to our BE the CAUSE Campaign!

Robin L.T. Ballard
Kristen Berchtold, CFRE
Toni K. Burningham, CFRE
Richard A. Draeger, CFRE
Danielle Easton
Jen Funk, MS
Sandra Garza
Stephanie Holmes
Joy Hutchcraft, CFRE
Stephanie Johnson
Shelly Kerker

Lindsey Kerr
Andrea Koerber
Anne Marie Miller
Susan Monroe
Mark A. Roberts, CFRE
Pamela Rumba
Priscilla Slaughter
Shelly Smith, CFRE
Lisa Stuckey
Jennifer Sublett
Erica Wright

Make your BE the CAUSE gift today!
Executive Assistant and Visionary Society Coordinator

Reports to: VP of Development
Status: Full-Time, non-exempt
Hours: Usually 9:00am-5:00pm M-F, some flexibility and evenings and weekends as required

Job Summary:
The Executive Assistant and Visionary Society Coordinator is responsible for supporting the day to day operations of the development department, primarily the Visionary Society (the Museum’s major donors) and the President & CEO. The Executive Assistant and Visionary Society Coordinator provides administrative support for the CEO, coordinates communications and activities for Visionary Society members, and assists with fundraising and member events.

Essential Responsibilities:
• Greet visitors to the Museum administration offices; respond to general inquiries about the Museum.
• Coordinate the CEO’s calendar and provide other administrative assistance to the CEO as needed.
• Maintain contact information and communications with current and prospective Visionary Society members.
• Process and maintain records and fulfill membership benefits for Visionary Society members, including coordinating Visionary Society events.
• Assist with Board and volunteer Council meetings as needed.
• Assist with planning and execution of fundraising events and member events.
• Provide general support for other development projects as needed.

Job Requirements:
• High school diploma or equivalent required; Bachelor’s degree strongly preferred.
• Working knowledge of Microsoft Office.
• Experience with data entry and extracting reports from a database management system such as a donor database strongly preferred.
• Strong organizational and communication skills, and the ability to work collaboratively with volunteers, staff and public in a wide variety of activities centered on the Museum’s development initiatives.
• Ability to maintain confidentiality, exercise attention to detail, and complete assignments in a timely manner.
• Self-motivation, willingness to work on a range of tasks that support CEO and development functions, flexibility to respond to emerging opportunities, ability to work well as part of a team, and creativity in the development of new ideas and programs.
• Ability to speak effectively and communicate the cultural and educational values of a museum to the public.
• Knowledge of fundraising techniques and museum operations preferred.

Essential functions (ADA):
• Ability to communicate and interact verbally, both in person and over the phone.
• Ability to use personal computers and other office equipment effectively.
• Repetitive motion. Substantial movements (motions) of the wrists, hands, and/or fingers.
Part Time Grant Writer
The Center for Youth and Family Solutions

About the Position
Reporting to the Chief Operating Officer, the Grant Writer for The Center for Youth and Family Solutions is responsible for preparing and producing compelling grant proposals and funder reports.

KEY DUTIES AND RESPONSIBILITIES:
Prepare grant proposals and necessary supporting documentation, including developing proposed budgets for submission to potential funders.
Work closely with program leadership in developing and transforming ideas into grant proposals.
Perform prospect research on potential sources of funding.
Maintain accurate database records on funding prospects.

QUALIFICATIONS AND EXPERIENCE:
A bachelor's degree with a 5+ years in development and grant writing.
Ability to write clear, structured, persuasive proposals.
Ability to listen well to the program goals and/or accomplishments and record them accurately and skilfully in reports and proposals.
Highly self-motivated and able to work independently.
Excellent verbal and written communication skills, including excellent editing and proofreading.
Strong research skills.
General Summary
The Associate Director of Development and Donor Engagement will engage Student Affairs donors and prospects through personal outreach using face-to-face visits, key programs, events, and communications with a goal of maximizing annual support and deepening institutional involvement. The Associate Director is a front-line fundraising professional who will use phone, email, social media, visits and events as well as other creative tools for engagement and cultivation, and solicitation of leadership level annual gift commitments (above $1,000 and below $25,000). As a member of Student Affairs, the Associate Director will be responsible for continuously learning about Illinois State University’s culture, programs, and evolving volunteer and fundraising opportunities. A donor-centric approach is used to inspire and qualify philanthropic interests in any area of Student Affairs as well as Illinois State University, which is achieved through strong partnership with the University Advancement team. The Associate Director position will require occasional evening and weekend hours. Donor outreach will be primarily digital or involve regional visits and events but there is potential for occasional long-distance travel.

Additional Information:

Required Qualifications
1. Bachelor's Degree.
2. Demonstrated ability to cultivate and grow relationships with various constituents, including alumni, parents, students, donors, and corporations.
3. At least 3 years of fundraising experience or equivalent work experience that demonstrates the capacity for success in fundraising, especially in the cultivation and solicitation of gifts in a one-to-one setting.
4. Strong working knowledge of fundraising principles, donor engagement strategies, and alumni engagement.
5. Excellent interpersonal, written, and verbal communication skills and comfortable requesting visits with donors, alumni, and staff.
6. Ability to work effectively with persons from diverse backgrounds while supporting a welcoming and inclusive environment.
7. Self-motivation and results-driven, excellent time management and organizational skills, and efficiency in multitasking.
8. If this position is Security Sensitive or if you are subject to a criminal background investigation based on University policy, employment is contingent upon you passing a satisfactory criminal background investigation. You may not begin work until the criminal background investigation results have been received and cleared by Human Resources.

Desired Qualifications:
1. Master’s Degree in Student Affairs, Higher Education Administration, or related field.
2. Demonstrated experience in donor engagement and fundraising (annual campaigns, grants, major gifts, planned gifts, etc.).

Necessary Licenses/Certifications/Degrees
Bachelor's degree

All application materials must be submitted online. Application materials submitted via fax, email, or mail will not be accepted.

Illinois State University is an Affirmative Action/Equal Opportunity Employer.

If you are an individual with a disability and need a reasonable accommodation under the Americans with Disabilities Act (ADA) or other state or federal law you may request an accommodation by contacting the Office of Equal Opportunity and Access at 309-438-3383 or equalopportunity@ilstu.edu.

If you are having difficulty accessing the system, please call Human Resources at (309) 438-8311.

Contact Information
Casey Vitalez
Office of the Vice President of Student Affairs
clvital@ilstu.edu
309-438-5451

Departmental Homepage
http://studentaffairs.illinoisstate.edu/