The 35th Annual National Philanthropy Day

Preliminary Awards Nominations due July 28, 2018

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 non-profit agencies and institutions they serve. The luncheon on Wednesday, November 14, 2018 provides a unique opportunity for you to publicly express your appreciation to those who do so much to enhance philanthropic support in our community. The Central Illinois AFP Chapter invites you to nominate a deserving individual, group, corporation, organization or foundation for one of the following awards:

- Outstanding Philanthropist
- Dennis A. Steele Outstanding Philanthropic Organization
- Outstanding Philanthropic Corporation
- Outstanding Philanthropic Foundation
- Outstanding Youth in Philanthropy Ages 5-17
- Outstanding Youth in Philanthropy Ages 18-23
- Lewis J. Burger Outstanding Volunteer Fundraiser
- Ian T. Sturrock Outstanding Fundraising Executive
- Giving Heart
- Special Recognition

NPD timeline:

Preliminary nominations due - By July 28, 2018

Judging Committee selects nomination finalists - By August 13, 2018

Nominators notified of status of nomination - By August 15, 2018

Letters of support due for finalists - By August 28, 2018

Judging Committee selects award recipients - By September, 5th 2018

Page 2 has preliminary nomination form information.
Preliminary Nomination Form:

Nomination Submitted By: ________________________________
Associated Business/Organization: ________________________________
Business or Home Address: ________________________________
Work or Home Phone: ________________________________
Work or Home Email: ________________________________

Nominee Information:
Nominee Name(s): ________________________________
Associated Business/Organization: ________________________________
Business Address: ________________________________
Work Phone: ________________________________
Work Email: ________________________________
Home Address: ________________________________
Home Phone: ________________________________
Home Email: ________________________________
Award nominated: ________________________________

Youth Awards only: Individual Youth in Philanthropy Information:
Check one:  Ages 5-17  Ages 18-23
Grade: ________________________________
School Nominee Attends: ________________________________
Parents’ Names: ________________________________

Group Youth in Philanthropy Information:
Check one:  Ages 5-17  Ages 18-23
Name of Adult Advisor(s) to Group: ________________________________
Phone: ________________________________

Deadline for Preliminary Nominations is July 28, 2018!
Please remove at the dotted line and return completed form, along with the one page summary, by mail to:
Kimberly Scheirer
AFP Central Illinois, P.O. Box 5323
Peoria, IL 61601
If you have questions regarding the nominating process, please contact:
Kimberly Scheirer at (309) 242-3960 or kimberlyscheirer227@gmail.com
Thank you for your past gifts and thank you to those that will be supporting BE the CAUSE this year. You are the best of the best; fundraisers who are also philanthropists.

BE the CAUSE is the cooperative, annual fund campaign of the AFP Foundation for Philanthropy and our chapter. Your investment in the AFP Foundation for Philanthropy will help support local, national and international programs:

- Diversity scholarships to the AFP International Fundraising Conference
- Scholarships that provide fundraisers and nonprofit leaders with education, training, and leadership development opportunities.
- Research that increases knowledge of fundraising, philanthropy, and social innovation including the Growth in Giving Initiative.

A portion of every donation you make to BE the CAUSE comes back to our chapter to support important chapter programs like last month’s fabulous educational session with Lynne Wester!

Many thanks to the following Central Illinois members who have already supported our BE the CAUSE Campaign!

Robin L.T. Ballard  Shelly Kerker
Kristen Berchtold, CFRE  Lindsey Kerr
Toni K. Burningham, CFRE  Andrea Koerber
Danielle Easton  Anne Marie Miller
Jen Funk, MS  Susan Monroe
Sandra Garza  Priscilla Slaughter
Stephanie Holmes  Shelly Smith, CFRE
Joy Hutchcraft, CFRE  Lisa Stuckey
Stephanie Johnson  Jennifer Sublett
Erica Wright

Make your BE the CAUSE gift today!

Questions? Contact Kristen Berchtold, BE the CAUSE Campaign Chair at 309/222-2751 or kberchtold@southsideofficeofconcern.org.

P.S. The more our chapter donates toward BE the CAUSE, the more AFP Central Illinois will benefit, by receiving a larger share of campaign revenue to support local scholarships and educational programs!
## Executive Director of College Foundation and Grant Development

**Required Qualifications:**

B.A./B.S. Degree in a related field, strong communicative, organizational, and motivational skills, a commitment to the community college mission, and fiscal budgetary experience. Preferred qualifications include fund-raising and development experience; successful first-hand experience in gift solicitation and bequests.

**APPLICATION PROCEDURES**

To apply, and for complete information, visit [www.dacc.edu/hr](http://www.dacc.edu/hr). AA/EOE

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## 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 skillfully 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.
Associate Director for Development and Donor Engagement

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/

Required Applicant Documents

PLEASE NOTE: These documents are required to be submitted online in order to complete the application process.
GENERAL SCOPE OF DUTIES:
Provide leadership in the areas of fund development and building relationships with individuals, businesses and community organizations for the purpose of securing financial resources to meet EPIC’s goals. Develop and maintain close working relationships with the local philanthropic community, individual and corporate donors, sponsors, board members and volunteers. Support the Foundation board in building the assets of the EPIC Foundation. Plan, manage, and implement a comprehensive private and public sector fundraising program including special events to benefit EPIC programs and services. Serve as liaison to the EPIC Foundation of Central Illinois and Board of Directors on fund development initiatives. Support and educate others on the philosophy of the agency’s mission and vision.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Include the following:

Fund Development Management:
1. Champion, create and execute a strategy for a large sustained base of annual individual donors. Develop annual strategic goals and objectives for continuous development of financial resources for EPIC.
2. Develop annual budget projections and oversee expenditures in donor campaigns, development activities, and community relations within budget restrictions.
3. Aggressively seek new corporate and foundation funding sources and build relationships with existing corporate and foundation supporters.
4. Have the desire to get out of the office and build external relationships. Meet prospective donors and supporters on a continual basis to establish effective communications with them. Steward relationships with current, past, and new donors and supporters.
5. Grow a major gifts program including identification, cultivation, solicitation, and stewardship of major donors.
6. Train board members and other volunteers to fundraise for the organization. Provide support for their efforts.
7. Oversee fundraising database and tracking systems. Maintain accurate records of all fundraising activities. Analyze donor data to identify opportunities and trends.
8. Create an impact report of organization accomplishments for stakeholders.
9. Design, organize, and implement an annual giving campaign, including direct mail, online, and peer to peer solicitation components.
10. Develop and manage comprehensive planned giving program.

Special Events:
1. Oversee the coordination of EPIC major special events, i.e. annual Bon Appetit.
2. Develop corporate sponsorship packages and secure sponsors to underwrite special events.
3. Oversee organization of other special events throughout the year.
4. Evaluate special events for effectiveness in order to maximize revenue and minimize expenses and, if necessary, develop a transition plan to convert special event donors to other forms of support.
5. Along with the CEO serve as primary liaison to, and provide support for, community groups and organizations holding fundraising events and activities to benefit EPIC. Maintain complete and accurate event records and data.

Other Duties:
1. Serve as the staff liaison to the EPIC Foundation Board. Assist foundation members in setting meeting dates and agendas, notifying members and supporting their policy role in the activities of the foundation.
2. Actively partner and collaborate with EPIC’s marketing services:
   - in the design, printing and distribution of marketing and communication materials for development efforts
   - in developing and implementing social media strategies for development efforts
   - in management of PR needs for special event communications
   - Serve as the primary liaison to the EPIC Board with respect to fund development activities and build Board engagement to support fund development initiatives.
   - Be a “self-starter” and goal driven to initiate donor visits and fundraising calls.
   - Be organized and exhibit “follow through” on tasks and goals.
   - Must be able to work independently, as part of a team and have strong team-building skills and ability to prioritize with minimal supervision.
   - Build relationships with community stakeholders to advance the mission and fundraising goals of the organization by participating actively in the community.
   - Conduct tours, speaking engagements, and other community relations activities on behalf of the organization.
   - As directed by the CEO, represent EPIC as the agency spokesperson.
   - Adhere to EPIC policy and procedures.
   - Maintain a positive and respectful attitude.
   - Demonstrate flexible and efficient time management and ability to prioritize workload.
   - As a mandated reporter, assure all allegations of abuse and neglect are reported as required.

For more information please go to www.EPICci.org