



Director of Development, Corporate Relations Opportunity Profile

MISSION STATEMENT AND OVERVIEW

The mission of the Daniel Murphy Scholarship Fund is to unlock educational opportunities for talented Chicago-area students facing financial need. DMSF partners with Scholars, families and schools through high school and beyond by providing scholarships, academic programs and personal support so that each Scholar can reach their potential.

The Daniel Murphy Scholarship Fund (DMSF) ensures that financial constraints do not hinder a young person's ability to obtain a quality education. DMSF creates three-way partnerships between college preparatory high schools, Chicago students and families who demonstrate financial need, and DMSF. Through these partnerships, young people who traditionally have limited educational choices attend a high-performing high school, participate in extracurricular activities, benefit from honors and accelerated high school classes, and take advantage of educational support services and programs provided by DMSF. By giving Scholars the opportunity to attend college preparatory high schools, DMSF changes the lives of talented young people, their families, and their communities.

DMSF has served Chicago students and their families for 34 years. Since the first four Scholars began high school in 1990, nearly 3,000 students have entered high school as Murphy Scholars. DMSF now awards 160 new scholarships each year. 100% of Scholars graduate high school, 97% matriculate to college, and 87% graduate from college within six years. DMSF currently serves 500 Scholars across 65 partner schools.

Murphy Scholars need support beyond financial aid to complete a rigorous high school education. To meet the complex and individual needs of students, DMSF implements, oversees and continually adjusts programming to respond to Scholar's academic and social needs. DMSF's supportive programming begins before Scholars enter high school and continues after they graduate and become alums. Support features five core programs: Summer Bridge, Mentoring, Tutoring, College Counseling, and Summer Opportunities. DMSF's objective is to do everything possible to guarantee the success of its Scholars through continuous individualized analysis of progress, customized access to support, and intervention when appropriate.

DMSF supports talented students who demonstrate academic and leadership potential and financial need. Murphy Scholars reflect the diversity of the City and identify as: Latinx (48%), African American (35%), Caucasian (5%), Asian American (4%), multi-racial (7%) and other identities (1%). The median family income is \$37,800 and 67% are the first in their families to attend college.

DMSF is an independent nonprofit organization, governed by a committed Board of Directors, which actively seeks all of its support from individuals, foundations, institutions and corporations. The annual budget is \$6.1M and the organization's endowment exceeds \$9M.

THE OPPORTUNITY

As we enter our 35th year of service, DMSF is seeking a seasoned fundraiser and relationship director to take our corporate relations to the next level. The Director of Development, Corporate Relations, is responsible for building the organization's corporate and foundation fundraising portfolio and providing leadership to key institutional giving contacts and DMSF program peers. The Director of Corporate Relations will spend 15-30% of time in face-to-face meetings and solicitations with prospects and donors.

WORK ENVIRONMENT AND BENEFITS

DMSF provides a competitive salary (commensurate with experience), a generous benefits package that includes health, dental, and vision insurance; AD&D, short-term and long-term disability insurance; an individual retirement savings plan with matching contributions; a generous paid-time-off policy; and a hybrid work schedule. DMSF offices are located in downtown Chicago.

DUTIES AND RESPONSIBILITIES

In this role, the Director of Corporate Relations will:

- Direct a program that cultivates, stewards and solicits gifts from corporations, foundations and government funders.
- Identify and build relationships with potential institutional donors who have an affinity for the mission.
- Understand the philanthropic interests and find ways to engage institutional and corporate donor in the work of DMSF.
- Develop sponsorship packages, partnership proposals, and collaboration opportunities that offer mutual benefits.
- Carry a portfolio of 40 institutional major gift prospects; manage cultivation and solicitation plans.
- Coordinate volunteer engagement in the solicitation process; complete at least 6 solicitations per month.
- Supervise tracking and compliance of all proposals, grants and reports.
- Work closely with the Chief Development Officer to monitor revenue projections, adjust revenue forecasts and provide revenue trend analysis.

- Facilitate strong performance and achievement of key metrics; provide on-going feedback to assigned direct reports to address, resolve and/or encourage performance and/or engagement-related matters.
- Work closely with the Finance and Accounting Department to create project budgets.
- Accurately manage and monitor expense items, complying with Development budget guideline.
- Understand process to accept payment for a gift, process it through the administration team, and properly code in CRM (currently Raisers Edge).
- Work collaboratively with the development team to ensure fundraising goals are met.

DESIRED BACKGROUND AND SKILLSET

- Bachelor's degree and at least ten years of corporate, foundation and government fundraising experience with large and complex fundraising organizations, or equivalent corporate partnership development experience.
- Demonstrated track record of achieving financial goals and developing productive and professional relationships across disciplines.
- Possess relationships with corporations and foundations that can be promptly leveraged to enhance DMSF's partnership program.
- Highly articulate and deft communicator who can communicate successes and opportunities with passion and intensity, both written and verbal, in both formal and informal situations.
- Exceptional leadership and organizational skills and proven ability to engender confidence and lead with authority.
- Ability to forge and maintain effective working relationship with a variety of Board Members, donors and DMSF staff.
- Proven ability to conceptualize and analyze problems and solutions in a proactive, constructive, creative manner that will result in improved performance across the organization
- Sound problem-solver with excellent reasoning skills and proven ability to understand and deal with complexities with ease; and overcome obstacles to achieve goals.
- Experience working in a fast-paced, results-oriented environment with demonstrated ability to meet shifting demands and priorities
- Unquestioned integrity, ethics, and values; proven ability to be trusted with highly confidential and sensitive information.
- Curiosity and drive to stay ahead of trends to identify new opportunities to the serve the DMSF's mission.

INQUIRIES OR INTEREST

HPS Chicago has been exclusively retained for this search. If this role sounds exiting and your experience aligns, please submit resume and cover letter via email to: dmsfcareers@hpschicago.com.

Your cover letter must include:

- Years of experience in Development/fundraising/Corporate Relations;

- Years of experience in leading/supervising a non-profit team; and
- Salary expectations.

All inquiries and discussions will be considered strictly confidential. *Note, materials sent directly to DMSF will not be opened or forwarded.* No phone calls please.

EQUAL OPPORTUNITY STATEMENT

DMSF is committed to the principles of equal employment. We are committed to complying with all federal, state, and local laws providing equal employment opportunities, and all other employment laws and regulations. The Illinois Human Rights Act states that employees have the right to be free from unlawful discrimination and sexual harassment.

It is our intent to maintain a work environment that is free of harassment, discrimination, or retaliation because of an individual's actual or perceived age (40 and older), race, color, national origin, ancestry, religion, sex, sexual orientation (including transgender status, gender identity or expression), pregnancy (including childbirth, lactation, and related medical conditions), marital status, order of protection status, citizenship status, employment status, arrest or conviction record (unless otherwise authorized by law), credit history, crime victim status, physical or mental disability, genetic information (including testing and characteristics), veteran status, uniformed servicemember status, unfavorable discharge from military service, work authorization status, or any other status protected by federal, state, or local laws.

In addition, if you have a disability or are pregnant, recovering from childbirth, or have a medical or common condition related to pregnancy that affects your ability to perform your job, you have the right to request reasonable accommodation. A **reasonable accommodation** is a modification to access to the work site, process or schedule that would enable you to perform your job despite your disability or condition.

DMSF is dedicated to the fulfillment of this policy in regard to all aspects of employment, including but not limited to recruiting, hiring, placement, transfer, training, promotion, rates of pay, and other compensation, termination, and all other terms, conditions, and privileges of employment.