

## Director of Development & Communications

Highland Park Community Foundation | Highland Park, IL

Mid/Senior Leadership | Full-Time | Local to Northern Chicago Suburbs | Hybrid (in-office and remote)

Salary & Compensation: Specific information will be shared with candidates as part of the hiring process

To apply or inquire, contact: [search@hpcf.org](mailto:search@hpcf.org) and attach resume and cover letter

### About the Organization

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Highland Park Community Foundation (HPCF) has been strengthening Highland Park and Highwood since 1992. As a community foundation, HPCF connects donors with causes that matter, supports local nonprofits through strategic grantmaking, and brings the community together through signature events and programming. With more than \$1 million in annual grant allocations and a strong culture of relationship-driven philanthropy, HPCF plays a vital role in the fabric of the North Shore community.

### About the Role

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The Director of Development & Communications is a key leadership position responsible for advancing the Highland Park Community Foundation's fundraising, donor engagement, and communications strategies. Working in close partnership with the Executive Director, this individual will lead efforts to cultivate and steward donors, execute impactful fundraising campaigns and events, strengthen the Foundation's brand and storytelling, and build meaningful relationships with board members, volunteers, and community partners. This role combines strategic thinking with hands-on execution, overseeing donor systems, communications, and engagement initiatives that support the Foundation's continued growth and long-term impact across the Highland Park and Highwood communities.

## Responsibilities

### Fundraising Strategy & Donor Engagement

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- Co-develop organizational fundraising strategy in partnership with the Executive Director
- Develop and execute donor cultivation, stewardship, and engagement plans
- Manage donor pipeline development, prospect tracking, and fundraising goals
- Lead fundraising initiatives for annual donors, campaigns, and events
- Partner with the Executive Director on major donor, foundation, and corporate partner cultivation
- Track fundraising progress, donor engagement metrics, and campaign performance

### Campaigns & Events

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- Create and manage annual fundraising and donor engagement activities
- Manage fundraising campaigns, appeals, and event communications
- Support planning and execution of fundraising events and donor experiences

## Communications & Brand Management

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- Co-develop organizational communications strategy aligned with fundraising, community engagement, and organizational goals
- Manage organizational storytelling and content development across communication platforms
- Create and oversee the communications calendar and content cadence
- Oversee development of newsletters, annual report, press releases, website content, social media, and print/digital materials, including copywriting and content development
- Ensure ongoing recognition of Corporate and Foundation Champions and Annual Sponsors on appropriate materials and social platforms
- Ensure brand consistency across all communications and external materials
- Serve as staff liaison for respective committees (Communications, Events, and Development)

## Committee & Stakeholder Engagement

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- Collaborate with board members, volunteers, donors, and community stakeholders on engagement efforts
- Work with the board's Development Committee on donor stewardship and fundraising efforts
- Prepare appropriate fundraising reports for Board meetings and any external parties
- Ensure board members understand the Foundation's fundraising plan and board giving expectations

## CRM & Systems Management

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- Oversee donor CRM (LGL) management, reporting, and donor tracking systems
- Maintain accurate donor records, engagement notes, and fundraising reporting processes
- Supervise Operations Manager responsibilities related to donor data and communications systems, and communication plan execution
- Ensure fundraising and communications systems are organized, effective, and scalable

## Requirements

- Bachelor's degree or higher
- 5+ years of experience in nonprofit fundraising, donor management, development, communications, or a related field
- Managerial experience
- Excellent writing, storytelling, and communication skills
- Proficiency with donor CRM systems (Little Green Light preferred) and Microsoft Office
- Experience with email platforms (Mailchimp or Constant Contact)
- Experience with design software (Canva)
- Familiarity with the Highland Park-Highwood community