



EMPLOYMENT OPPORTUNITY

Individual Gifts Officer

IWS Family Health, a community health center providing preventive health care services to children and families, seeks a Individual Gifts Officer to work as a critical part of its Institutional Advancement.

Position Responsibilities

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Secure Individual and Corporate Gifts: Work toward management of a portfolio of 20-30 donors and prospects. This includes building, managing, and soliciting a portfolio of major gift prospects, special campaign prospects, and individuals interested in the IWS Family Health planned giving program. Develop and execute ongoing strategies for qualifying prospects and elevating them via small cultivation events, research, and community networking; 30% of the portfolio is expected to have been sourced by the IGO. Conduct personal visits with donors and prospects, scheduling approximately 4-5 significant visits monthly for the purpose of field research, cultivation, solicitation, and stewardship.

Identify, Cultivate and Steward Donors/Prospects: In collaboration with members of the advancement team, identify, develop, and cultivate a significant prospects pipeline and compelling engagement strategy as part of the organization's evolving fundraising strategy. Collaborate on individual donor strategies, including appeal letters, online giving, monthly giving, and more. Travel for the purpose of prospect and donor cultivation, solicitation, and stewardship. Serve as a staff liaison for the ad hoc Major Gifts Task Force and for the BOD Development Committee, providing support and guidance to current volunteers and recruiting new volunteers to join and participate.

Report and Database Management: Work on written proposals, gift agreements, funder pitches, and other materials needed to define, secure and document major gifts utilizing current department resources and creating new materials as needed. Effectively utilize CRM (Bloomerang) to maintain records of contacts with donors and prospects; analyze potential donor research materials to target appropriate givers; and track, evaluate and present relevant giving information.

Knowledge, Skills, and Abilities

- Education in the fields of communications, public relations, marketing, nonprofit management, fundraising or other fields with transferable skills to fund development
- Exceptional interpersonal, written, and oral communication skills
- Interest or understanding of the healthcare environment is preferred, but not required
- Competency with Microsoft Office software and donor management database software
- Culture and mission-driven
- Ability to establish, cultivate and steward strong professional relationships with stakeholders to build partnerships and trust while aligning their passions with the mission, priorities and goals of IWS Family Health





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- Collaborative and agile problem solver who brings an innovative approach to designing personal donor engagement strategies
- Innovative, self-motivated, able to manage multiple projects well, working both independently and as a team member
- Commitment to representing IWS with enthusiasm, warmth, and professionalism
- Strong organizational and time management skills

Compensation and Benefits

IWS Family Health provides a competitive salary and benefits plan, including Paid Time Off (PTO), paid holidays, health, dental, life and vision insurance options, as well as a 403B option.

Organizational Overview

Our patients and staff are at the heart of everything we do. For over 100 years, the Infant Welfare Society of Chicago (IWS Family Health) has provided health care services to medically underserved and vulnerable Chicagoans. Today, we provide pediatric health, adult health, pediatric and family dentistry, prenatal Care, including CenteringPregnancy™, care coordination, counseling, behavioral health, speech therapy, occupational therapy, social skills groups, optometry. This model helps ensure access to comprehensive services for medically underserved families in Chicago.

Please submit cover letter and resume to HR at hr@iwsfamilyhealth.org.

