



## **DEVELOPMENT DIRECTOR**

**REPORTS TO:** Chief Executive Officer

**STATUS:** FT-Exempt

### **POSITION SUMMARY:**

Founded in 1946, JASC helped resettle nearly 20,000 Japanese Americans in Chicago following their incarceration during WWII. Since then, JASC programs now include social services for older adults, preserving Japanese American cultural heritage through the Legacy Center archives and collections, and sharing Japanese culture through classes, art & music.

JASC is at an exciting inflection point in its 76-year history ready for the support of a development professional. Over the past several years, JASC experienced consistent development outcomes from its committed community alongside significant earned revenue results.

Under the direction of the CEO, the Development Director plans, coordinates, and implements donor activities, stewardship, and communications at JASC. This position will be critical to the vision, growth and evolution of the JASC fundraising department.

### **PRIMARY DUTIES:**

- Responsible for managing and maintaining JASC's Fund Development Plan
- Manage, steward, and grow gifts from major donors through face-to-face solicitation, special events, and general stewardship
- Coordinate integrated fundraising campaigns via various online and offline channels including hardcopy/mail, social media, and email
- Plan and execute special events in conjunction with volunteer committees and JASC staff
- Oversee and maintain the donor database providing regular reporting at key times of the year and proposing areas for improvement
- Administer donation record keeping and acknowledgments
- Identify and manage grants, working internally with staff to draft, submit, and submit necessary reporting
- Coordinate engagement with board of directors ensuring 100% participation

### **PREFERRED EXPERIENCE**

- Knowledge of Asian American or Japanese American experience and a passion for preserving community history
- Business development and customer experience
- Strong networking and relationship building skills
- Proficient in using online, cloud-based, and productivity applications
- Strong writing and communication skills
- Event planning experience

To apply, please submit a cover letter and resume to [jascinfo@jasc-chicago.org](mailto:jascinfo@jasc-chicago.org)

*JASC is an Equal Opportunity Employer and prohibits discrimination and harassment of any kind. JASC is committed to the principle of equal employment opportunity for all and to providing employees with a work environment free of discrimination and harassment. All employment decisions at JASC are made based on business needs, job requirements, and individual qualifications without regard to race, color, creed, sex, sexual orientation, gender identity or expression, age, religion, national origin, citizenship status, disability, ancestry, marital status, veteran status, medical condition or any protected category prohibited by local, state or federal laws. JASC will not tolerate discrimination or harassment based on these characteristics*