



Our Doors Open on "Welcome" Hinges

Development Director Opportunity Guide



About Olive Branch Mission

Olive Branch Mission is strategically engaged in creating opportunities for life transformation, growth, development, and restoration of individuals, families, and communities, preserving human dignity, improving quality of life, and achieving enduring self-sustainability and self-determination. Olive Branch Mission, established in 1867, is the oldest Rescue Mission in the City of Chicago and a valued partner to the city's Department of Family & Support Services and the US department of Housing and Urban Development. A place where lost, injured, broken, and desperate lives can freely, safely, and unconditionally receive help, love, and care, Olive Branch Mission is in the business of human development, providing opportunity for recovery, restoration, reinstatement, and re-entry into productive life. Founded by women of the Free Methodist Church, the same policy of Christian hospitality continues today at Olive Branch Mission with a Christ-centered service model – "no one is turned away."

Olive Branch Mission provides opportunity for recovery, restoration, reinstatement, and re-entry into a productive life through its four (4) Chicago Programs delivered in and around the Englewood neighborhood and an additional program in Kenya:

- Lamplight - With a capacity of 218 beds, Lamplight provides overnight shelter and interim housing to homeless single women, mothers with children, and intact families in the process of moving to more stable housing.
- Daybreak - With a capacity of 110 beds, Daybreak provides emergency shelter to homeless individuals in the process of moving to more stable housing.
- Branch of Love Permanent Housing: Provides apartments, case management, and support services to individuals and families who qualify for the program. Branch of Love has 64 apartments.
- Food Services & Culinary Arts Training Program - Annually prepares and serves over 425,000 meals for homeless guests and hungry individuals and families across the community. The Olive Branch kitchen provides formal "Food Service" training and preparation for the Food Service/Handling examination and certification for Residents interested in attaining a career in culinary arts.
- The Olive Branch in Africa - Strategically engaged in life transformation, environmental conservation, climate adaptation and resilience through various adaptation strategies among indigenous communities, providing clean water and sanitation, as well as youth & women empowerment programs.

Taking a holistic approach to serving Chicago's most vulnerable, Olive Branch Mission looks at the whole individual and provides the opportunity for comprehensive case management and wrap-around services to every resident to address the cause of their homelessness. Olive Branch Mission focuses on building people and employs a 360° approach to serving residents. From the time a person is welcomed into the Olive Branch Mission, their most immediate needs are addressed, and provided the resources, support, and compassionate direction to assist in their journey to a better life are prioritized to achieve the goal of stable housing and provided the resources necessary to sustain independent living. Having consistently resisted an approach of condescending compassion, Olive Branch Mission has always tried to affirm the dignity and value of every person, no matter their condition or immediate circumstances.

"Olive Branch Mission showed me compassion, gave me hope, and saved my life." —John W.

The Opportunity: Development Director

Olive Branch Mission seeks a compassionate and hands-on Development executive who shares the organization's commitment to being a leader of change by providing quality service delivery that impacts homeless individuals and families. The Mission's first Development Director will be responsible for designing and executing a comprehensive annual fundraising plan that ensures Olive Branch Mission has the resources necessary to fulfill its mission and meet its strategic priorities. The Development Director will partner with volunteer (e.g., member of the Board of Directors) and staff leadership in establishing and implementing creative philanthropy strategies and will provide strategic leadership to diversify, strengthen, and increase engagement and contributions with a focus on individual, corporate, and foundation giving. Traditionally, Olive Branch Mission has been very successful with a direct mail program that raises about \$700,000 annually through small to mid-sized donations. Occasional unexpected 6-figure estate gifts have also helped sustain funding to continue the work of the organization. The Mission would like to focus additional, new efforts on building on this history of generosity, strengthening elements of the donor pipeline that are focused more on giving in response to deliberate relationship building vs. transactional giving.

Reporting to the Executive Director, the Development Director will be a genuine, relationship-focused team member who will collaborate with the Board and staff leadership to encourage donor engagement resulting in maximum philanthropic investment in the organization's mission and programs. As a majority of Olive Branch Mission's funding is currently money received from the City of Chicago and other government funds, the Development Director will be charged with diversifying revenue streams and securing philanthropic dollars to help sustain the organization and avoid gaps in funding.



Performance Objectives

Strategic Leadership

- With Olive Branch Mission leadership, develop and implement measurable objectives to meet the organization's philanthropic vision and goals.
- Develop and implement the organization's annual Development plan and calendar.
- Engage volunteers to identify, cultivate, solicit, and steward supporters.
- Track Development trends, strategy, and best practices. Act as a resource for current practice and strategy, particularly around current industry trends.
- Support the Board of Directors and the Executive Director in their efforts to strengthen donor relationships; exemplify and model the highest level of strategic donor interaction.
- Prepare the Executive Director and Board members for gift solicitations, accompany them on calls as needed, and provide appropriate follow-up.
- Identify and implement a new CRM database to document and track relationships. Utilize data and evaluative measures to achieve maximum ROI on fundraising programs and efforts.

Donor Relations & Portfolio Management

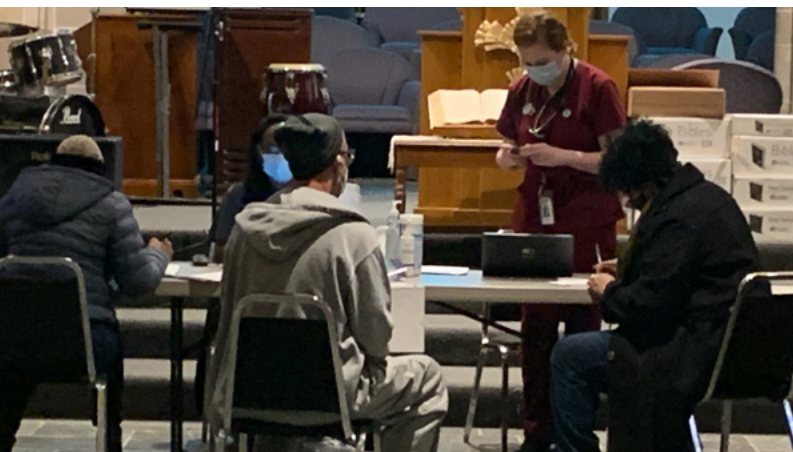
- Develop and manage a portfolio of individual, foundation, corporate, and institutional (congregational/church) donors. Steward current portfolio members while prospecting for new or increased giving from current donors.
- Partner, as appropriate, with leadership volunteers to identify and secure visits with those in their peer networks, church and community leaders, and other stakeholders.
- Ensure excellent customer service is provided to donors through accessibility to program staff and leadership (as granted), timely responsiveness, quality in all interactions, and personalized communications.
- Utilize a database effectively to capture and manage donor information including updating donor data, entering reports of all interactions and conversations, pulling relevant data and reports related to donor visits and strategy, and entering moves management and actions.
- While primarily focusing on program and unrestricted gifts, work in close collaboration with leadership and program staff to present needs that correspond to where donors and prospects identify, while always being responsive to each donor's interests and attentive to fiduciary responsibilities (i.e., donor intent with gifts).
- Monitor budget and revenue targets and ensure that the department performs within revenue and expense guidelines and expectations.
- Plan and execute annual donor thank you and cultivation event(s).
- Research and submit grant proposals to foundations and corporations that support the work the Mission is performing in the community.



Performance Objectives

External, Community, & Partner Relations

- Develop solicitation materials related to fundraising in collaboration with the Executive Director.
- Provide a best practice approach to Olive Branch Mission's efforts to effectively communicate the mission, goals, and accomplishments to donors, prospective donors, and the broader community.
- Create new and innovative marketing and outreach strategies using technology and social networks to increase visibility of the organization for diverse, new audiences.
- Establish and implement a plan to identify and build strong relationships with key donors, church leaders, community leaders, and volunteers, and engage organizations and companies with which Olive Branch Mission should partner.
- Collaborate with the Free Methodist Foundation on marketing opportunities and securing planned gifts.
- Collaborate with Olive Branch Mission in Kenya and make introductions to U.S. donors who are excited by the opportunity to make an international impact.



The Qualified Candidate

Olive Branch Mission seeks a Development leader who is energized by the opportunity to build and lead the organization's fundraising efforts and enhance the overall community awareness of the agency and opportunities to invest in its mission. An ability to understand and navigate the city of Chicago's philanthropic landscape and community support services will be key as the Development Director serves as a spokesperson for Olive Branch Mission's interactions with partners, funders, and the broader base of church and community leaders. The successful candidate will be knowledgeable about and have genuine compassion for the journey and lived experiences of the Olive Branch Mission residents, staff, and neighborhood community.

Specific Requirements Include:

- A minimum of 5 years of nonprofit fundraising experience.
- Creative, self-starter attitude, with the desire to be visible in the community and build external relationships.
- Comprehensive understanding of philanthropy, including trends and tactics and all stages of the donor cycle.
- Demonstrated success with Major Gifts with a track record of securing five-figure or larger gifts.
- Proficiency with core social media platforms (e.g., LinkedIn, Facebook, IG, etc.) and ability to utilize them as a tool in identifying and engaging donors.
- Ability to engage with diverse audiences, including donors, board members, residents, church leaders, volunteers, staff, etc.
- Prowess in problem-solving, strategic and creative thinking, and taking initiative with consistent and reliable follow-through.
- Strong analytic and strategic-thinking skills, with a demonstrated ability to create, implement, and monitor complex plans and then translate those plans into goals and concrete strategies.
- Career track record that shows stability with an organization and capacity to develop and nurture relationships culminating in overall success.
- Find value, purpose, and opportunity in working for a faith-inspired organization; Olive Branch Mission is a human service mission that was founded as a ministry of the Free Methodist Church and serves everyone regardless of any religious beliefs or affiliation.

Don't check off every box in the requirements listed above? Please consider applying anyway! Studies have shown that underrepresented communities are less likely to apply for jobs unless they meet every single qualification. Olive Branch Mission is dedicated to building an inclusive, diverse, equitable, and accessible workplace that fosters a sense of belonging – so if you are excited about this role but your experience doesn't align perfectly with every qualification in the job description, we encourage you to consider still applying.

How To Apply

This position offers a competitive salary and benefits.

Olive Branch Mission is an equal opportunity employer and does not discriminate on the basis of race, color, gender, religion, age, sexual orientation, national or ethnic origin, disability, marital status, veteran status, or any other occupationally irrelevant criteria. For more information please review the [Olive Branch Mission's Employee Action Pledge](#).

APPLY HERE



To ensure confidential tracking of all applicants, no applications will be accepted via email. **ALL INQUIRIES WILL BE HELD IN STRICT CONFIDENCE.**

All candidate-submitted materials and credentials will be reviewed for consistency and accuracy. Candidates can expect that KEES will verify employment/academic/ background information both in the screening process and for the finalist(s) in a formal background check. KEES utilizes a 4-step screening process, the first of which is the formal Candidate Application. Applications are reviewed by the KEES team and advanced through various stages of inquiry and confirmation. All applicants will be notified of the outcome of the search. Based on the timing of your specific application, you are welcome to reach out for information on the timeline.

This search is being managed by Laura Weinman, Vice President, Yoo-Jin Hong, Executive Search Manager, and Megan Taylor, Project Manager of KEES. Questions may be addressed to mtaylor@kees2success.com.

About KEES

KEES (formerly Alford Executive Search) is a nonprofit executive search firm that builds diverse teams with dynamic leaders in the nonprofit and public sectors. A woman-owned and operated firm, KEES offers a full array of nonprofit consulting services including executive search, leadership development, interim staffing, and HR support. For more information, please visit [KEES](http://www.kees2success.com).