



## POSITION GUIDE

# Director of Development and Communications

## ABOUT GIRLS ON THE RUN - CHICAGO

Girls on the Run - Chicago (GOTRC) is the largest affiliate of Girls on the Run International, a national nonprofit after-school program that is dedicated to creating a world where every girl knows and activates her limitless potential and is free to boldly pursue her dreams. We inspire girls to be joyful, healthy and confident using a fun, experience-based curriculum which creatively integrates running. GOTRC is a physical activity-based positive youth development program that is designed to enhance girls' social, psychological and physical skills and behaviors to successfully navigate life experiences.



Each year, GOTRC proudly serves more than 5,000 girls across seven Chicagoland counties, with a focus in under-resourced communities. Since 1999, GOTRC has helped to unlock the power and potential of over 105,000 participants and made a lasting impact on our community. In December 2021, GOTRC launched an ambitious strategic plan that aims to center equity, access, and inclusion in our program delivery

## KEY FACTS

- 10.5 staff
- 2024 celebrated 25 years of serving Chicago
- 4,800 girls served, nearly 80% living in low-income situations
- Nearly 900 volunteer coaches
- 250+ program sites
- 1,360 pairs of shoes distributed

model. We are currently in year three of our equity-centered strategic plan, aiming to improve program quality for our girls in under-resourced communities and increase philanthropic support. You can learn more about our plan [here](#).

We strive to eliminate barriers to participation, to create programming that engages Chicagoland communities, to be intentional about staff and volunteer diversity and to promote a culture of inclusion across the organization.



## THE POSITION

The Director of Development and Communications will provide the overall vision, leadership, and direction for GOTRC's development programs. Reporting to the Executive Director, the Director serves as an essential member of the Leadership Team and will work closely with other senior leaders to establish organizational priorities and strategies to meet objectives. The Director of Development and Communications will be an external-facing member of the team and will actively interface with key constituents, including Board members, volunteers, donors, and community members.

The Director of Development and Communications will develop and implement comprehensive, effective fundraising goals and strategies to support growth, enhance fundraising infrastructure, and lead and develop the team to execute the plan. They will be responsible for meeting annual fundraising targets (\$1.86M for FY25, with projected growth to \$2M in FY26) through annual and individual gifts, corporate giving, foundations, government grants, and special events. The Director will work closely with members of the Board on strategic fundraising and planning, attend Board meetings and events, and provide staffing support for the Development Committee and Associate Board.

The Director of Development and Communications will lead and manage a three-member team that includes a Gifts and Events Officer, a Development Manager, and a Marketing and Communications Coordinator (part-time). The Director of Development and Communications must be a successful fundraiser with a strategic vision to lead a team that interacts and engages well with a range of diverse constituents.

### MISSION

We inspire girls to be joyful, healthy and confident using a fun, experience-based curriculum which creatively integrates running.

### VISION

We envision a world where every girl knows and activates her limitless potential and is free to boldly pursue her dreams.

### VALUES

- Recognize our power and responsibility to be intentional in our decision making
- Embrace our differences and find strength in our connectedness
- Express joy, optimism and gratitude through our words, thoughts and actions
- Nurture our physical, emotional and spiritual health
- Lead with an open heart and assume positive intent
- Stand up for ourselves and others





## RESPONSIBILITIES

The Director of Development and Communications will have the following responsibilities:

### Department Management and Leadership Team

- Support the development of annual organizational priorities and strategies and serve as a spokesperson for the organization.
- Demonstrate a strong understanding of and commitment to inclusion, diversity, equity, and access work.
- Manage the administrative functions of the department, including budget preparation and adherence, monthly forecasting by revenue stream, and the preparation of policies and procedures to improve quality and maintain regulatory compliance. You are adept at using all of the systems in our organization (Outlook, Gdrive, Slack, Teams, Zoom, Asana, etc.).
- Lead and manage all development activities including hiring, training, coaching, and motivating staff. Intentionally develop direct reports as a part of leading the department.

### Major and Individual Giving

- Manage a portfolio, acquire new donors, move existing donors through the donor cycle, and close gifts of \$5K+.
- Work with the Gifts & Events Officer to provide excellent stewardship and cultivation through GOTRC's recognition society and to build an overall fundraising event strategy.
- Serve as staff liaison to the Development Committee of the Governing Board and manage the entire Associate Board (executive committee, Board development committee), ensuring the
- Board and Associate Boards drive fundraising results through resource creation and training sessions.

### Grant Writing and Corporate Giving

- Manage corporate relationships, government grant relationships and foundation grant portfolio (raising ~\$660K total annually) with the leadership team and Impact staff to manage proposals and required reports. Keep up to date on the latest youth development research and ensure we submit the most compelling case to each funder.
- Develop a strategy to increase corporate giving.
- Manage contractor to execute grant writing.

## MAJOR OBJECTIVES

Within the first 12 to 18 months, the Director of Development and Communications will:

- Establish trust and confidence with the Executive Director, Leadership Team, Board/Associate Board members, development department, and the broader staff through measured, collaborative, and capable leadership.
- Develop and implement a visionary, long-term strategic plan for development to increase and diversify contributed revenue with a particular focus on expanding both corporate and individual major donors.
- Achieve GOTRC's annual fundraising goal through cultivating and stewarding relationships with current donors while proactively identifying and engaging new funding prospects.
- Build, lead, mentor, and support a high-performing, mission-driven development team that grows a diverse and increasingly larger base of donors and prospects.





## Communications

- Collaborate with the Marketing and Communications Coordinator (currently vacant) to build objectives for annual communications goals and ensure the delivery of effective communications across all departments of the organization.
- Serve as a reviewer and thought partner for external communications to ensure that GOTRC is effectively communicating the strategic plan and centering equity.

## QUALIFICATIONS

We are seeking candidates with at least 7 years of experience in nonprofits and who possess most of the following qualifications:

- **Commitment to Equity:** You have a strong and demonstrated commitment to diversity, equity, and inclusion work in your personal and/or professional life.
- **Major Gifts Experience:** You have at least 5 years of experience managing major gift portfolios and a track record of successfully closing gifts from individuals, you've also worked at ascending levels within a fundraising shop; you have experience scaling a revenue source on major giving and building a major gifts pipeline and program. You have both large institutional experience, as well as experience in a more entrepreneurial environment.
- **People Management:** You've managed people (and you love it!) and have a track record for developing direct reports and driving results through others.
- **Executive Experience:** You've served on an inter-departmental leadership team or executive team and have experience managing committees for Boards or Associate Boards.

We know you will bring your unique skills and approaches, but here are a few qualities that will be important to be successful in this role.

- **Inclusive leadership:** You approach leadership with a mindset of “power with” rather than “power over.” You prioritize collaboration and value diverse perspectives. You actively involve others in decision-making and integrate equity and inclusion into staff development, retention, strategy, and culture. As the lead for fundraising and communications, you handle difficult decisions with clarity and empathy, considering relevant factors.
- **High volume, high efficiency:** We're pretty busy here, and your job is to make it easy for our team members to do their jobs. You implement systems and technology to prevent tasks from falling through the cracks, manage competing demands, and prioritize without compromising quality.
- **Ownership and resilience:** You demonstrate a strong commitment to achieving results. You proactively seek





input, anticipate challenges, and develop solutions. Even during hectic times, you maintain high standards and view setbacks as opportunities for growth and learning.

- **Relationship-building:** You actively connect with individuals from diverse backgrounds, fostering authentic, deep relationships. You truly welcome viewpoints that differ from your own, and you're able to "sit with" discomfort when people express themselves in ways that aren't familiar to you.
- **Strategist's mind:** You quickly grasp the subtleties of complex issues and identify patterns in challenges. You don't stop at diagnosing problems, though; you come up with insightful, pragmatic, equitable, and sustainable ways to produce positive change.
- **Coaching and modeling:** You prioritize the growth of others. You delegate effectively, provide actionable feedback, and lead by example, guided by our values. Your leadership inspires and motivates the team to take action and meet goals, while also ensuring accountability and appreciation.
- **Learning agility:** While you apply a set of past experiences and playbook of ideas, you demonstrate versatility and adaptability in your approach. You are creative in acquiring new skills and testing diverse approaches when encountering challenges.

## COMPENSATION AND BENEFITS

The salary range for this position is \$100,000 - \$125,000 and is based on skills, qualifications, and experience.

GOTRC offers a flexible work schedule within the core business hours of 10 am to 3 pm; in the office at 306 West Erie twice a week while working remotely three days per week. Some evenings and weekends are required. Benefits for full-time employees include: 3% automatic 401k employer contribution; 18 PTO days, 11 paid holidays, + 3 floating holidays, 40 hours of paid sick leave annually, a four day work week for 8 weeks in the summer, and office closure between Christmas and New Year's. High-quality health insurance includes vision and dental (75% covered by employer); 12 weeks of paid medical leave; \$25,000 life insurance policy. We also provide \$500 reimbursement credit for personal or professional development.

## APPLICATION

Girls on the Run Chicago has retained Campbell & Company to conduct this search. The team for this project includes Kris McFeely and Angèle Bubna.

Visit [www.campbellcompany.com](http://www.campbellcompany.com) to learn more about this opportunity.



**ANGÈLE BUBNA**  
Consultant



**KRIS MCFEELY**  
Managing Director

**APPLY NOW >**

Use the button above or visit [www.campbellcompany.com](http://www.campbellcompany.com) to learn more about this opportunity.



## EQUAL EMPLOYMENT OPPORTUNITY

We recognize that diverse teams make the strongest teams and Girls on the Run-Chicago is committed to building a team that represents the community we serve. This includes women (trans and cis) and genderqueer or gender non-conforming people who come from Black, Latinx/Hispanic, Asian, or multi-racial communities, live with disabilities, and are on the LGBTQ+ spectrum of sexual orientation. We strongly encourage people who hold these identities to apply. Girls on the Run-Chicago is an equal opportunity employer M/F/D/V.

If you need reasonable accommodation during our application, hiring, or onboarding processes, please contact Angèle Bubna at [angele.bubna@campbellcompany.com](mailto:angele.bubna@campbellcompany.com). Upon hire, all reasonable accommodation requests are handled by the GOTRC team.



Drawing on our deep expertise in environmental/conservation, human services, arts and culture, education, healthcare, and association/membership organizations, **Campbell & Company offers a high-touch, human-centered executive search experience for clients and candidates.** We recruit from our extensive national networks leveraging the relationships and reach of our entire firm, which for 47 years has partnered with organizations across the nonprofit sector to advance their missions and deepen their impact.

We are proud to be the executive search firm of choice for hundreds of nonprofit organizations. Campbell & Company has been listed four times as one of the country's **best executive search firms** by *Forbes* Magazine and named one of Women of Color in Fundraising and Philanthropy (WOC)'s **Top 10 search firms for placing extraordinary leaders of color** for three consecutive years. *Crain's* Chicago recently named us one of **Chicago's Best Places to Work**; *Seattle Business* Magazine also named us one of **Washington's Best Companies to Work For**.

As members of this employee-owned firm, everyone at Campbell & Company has a personal stake in the success of each client. Through our culture driven by **belonging, collaboration, curiosity, and rigor**, we empower every team member to innovate for the good of our clients.

Combining your mission and our passion, Campbell & Company **leverages our entire team** to be an effective and supportive partner before, during, and after complex leadership transitions. We are driven to place not just a capable candidate, but one who complements your existing culture, can **move your organization forward**, and will make a meaningful contribution to the nonprofit sector.

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