



## **Center for Neighborhood Technology Managing Director of Development and Communications**

### **Job Description**

Center for Neighborhood Technology (CNT) seeks to hire a full-time Managing Director to define, build, and implement organizational fundraising and communications strategies. This position will report to the Chief Executive Officer and will oversee a part-time grant-writing consultant. CNT adheres to a flexible hybrid model; the Managing Director of Development and Communications may work from home, at our office in downtown Chicago, or a mix.

### **Role and Responsibilities**

The work of the Managing Director will impact both internal and programmatic functions at CNT. Specific responsibilities will include:

- **Development:**
  - Primary manager of development activities across the organization, with a focus on individual and institutional giving.
  - Develops and implements fundraising strategy to meet organizational revenue targets.
  - Develops and implements donor stewardship plan, including leading fundraising initiatives such as the annual appeal and designating standard touch points for individual donors.
  - Project manages institutional funding pipeline and strategic cultivation of new institutional fundraising prospects.
  - In coordination with the CEO, leads research on possible foundation and corporate opportunities with a focus on building consistent unrestricted revenue.
  - Supports CEO in donor meetings; provides preparation notes and engages in conversations with current and potential funders.
  - Manages proposal and reporting calendars and leads proposal creation.
  - Supports program staff as needed in project-specific proposal generation and provides review for all project-specific grant proposals and reports.
  - Deeply involved in CNT's Customer Relationship Management platform, including building out processes for tracking and updating prospects, collecting and aggregating donor data, and creating fundraising dashboards through which CNT can better track its progress to fundraising goals.
  - In coordination with the COO, develops annual fundraising targets that will support CNT's budget.

- Communications:
  - Serves as the primary point of contact for communication requests by external partners, including media inquiries.
  - Develops organizational communications calendar and establishes clear processes and procedures for organizational communications, including roles and responsibilities.
  - Builds and maintains online presence and manages organization's social media accounts, with a focus on increasing reach and communicating impact.
  - Develops strategy, content, scheduling, and monitors analytics across platforms that align with organizational strategic plan, development and program strategy.
  - Oversees and manages the development and publication of quarterly impact reports and Annual Report that reflect programmatic accomplishments within the organization, provide infographics of impact, etc.
  - Responsible for growing CNT recognition across the Chicago region and nationally.
  - Assists CNT staff in drafting larger communications that are effective and appropriate for the desired audience. Coaches staff to develop communication skills across the organization. Consults with staff to develop project-based communications strategies.
  - Provides website support, including posting news/blogs/events, uploading images and files, and some design and layout tasks.
  - Manages the redesign of CNT's website, to take place in 2027. Planning for the redesign will begin in late 2026. Responsibilities will include procuring a web development contractor and managing them throughout the process.
- Board Management:
  - Supports the CEO with board member stewardship, including consistent communications and coordination of board meeting content.

## **Qualifications and Skills**

An Ideal candidate will demonstrate the following:

- Bachelor's degree required.
- 10+ years of experience working on development and communications functions.
- Proven fundraising and donor stewardship skills.
- Excellent communication skills and the ability to effectively message across a variety of audiences.
- An appreciation for standardizing processes and policies and attention to details.
- Strong collaboration skills that will enable working with multiple staff members on varied tasks; demonstrated reliability, follow-through, and attention to detail.
- A commitment to CNT's mission and vision, and to supporting CNT staff and partners.

## **Mission**

Center for Neighborhood Technology delivers innovative analysis and solutions that support community-based organizations and local governments to create neighborhoods that are equitable, sustainable, and resilient.

## **Vision**

CNT is committed to improving cities' economic and environmental sustainability, resilience, and quality of life. We work to help all people access:

- Shared prosperity through improving economic and job opportunities and reducing the cost of living.
- Livable, connected, and equitable neighborhoods with better choices in transportation, energy, water, and other basic needs.
- Resilient communities in the face of the changing climate and economy.
- Innovative infrastructure that is efficient, cost-effective, environmentally friendly and, whenever possible, at a community scale.

## **Organization Description**

Founded in 1978, Center for Neighborhood Technology has worked with community partners in the Chicagoland area and beyond for over 45 years to achieve data-driven solutions.

Currently the organization has one part-time and 13 full-time members of staff. This position will report to the Chief Executive Officer and will oversee a part-time grant writing consultant.

## **Compensation and Benefits**

The salary range for this position is \$115,000-\$120,000. CNT offers health insurance, dental, and vision insurance to all full-time employees, as well as an annual professional development allotment. CNT employees work a 36-hour work week and have 14 paid holidays, 18 days of vacation, and 10 days of personal leave each year.

## **To Apply**

Please submit a resume and cover letter to Lucy Geglio, Chief Operating Officer, via an email to [lgegio@cnt.org](mailto:lgegio@cnt.org) with the subject line "Application- Dev and Comms Managing Director".

CNT plans to keep this position posted for one month until February 14th, at which time we will review submissions and reach out to applicants about next steps.