Mental health advocacy, education and support.

NAMI Chicago
Job Posting

Title: Development Specialist
Type: Part Time (20 hrs/wk)
Reports to: Coordinator of Growth & Engagement

Background:
The mission of the National Alliance on Mental Illness (NAMI) Chicago is to provide hope and improve the quality of life for those whose lives are affected by mental illness. NAMI Chicago seeks to fill gaps in Chicago's mental health system, with an intentional emphasis on serving underrepresented populations and breaking down barriers to care.

NAMI Chicago is experiencing significant growth in our organization, which supports individuals, families, professionals, and community members in understanding and navigating the system of mental health services. We are seeking to hire a Development Specialist to assist with growing our organization's fundraising capacity and managing data.

Responsibilities:
- Support the organization's partnership development and fundraising initiatives by prospecting foundations, corporations and individuals who are interested in being champions of NAMI Chicago's mission
- Build rapport with donors by sending acknowledgment letters and thank you notes
- Manage NAMI Chicago's Customer Relationship Management database (eTapestry by BlackBaud); enter contributions and revenue, professional partners, and updating account records
- Transfer constituent records regularly between data systems, including DonorDrive, OneCause, Mailchimp and eTapestry
- Inputs membership information into the NAMI 360 database, and generates renewal letters for NAMI Chicago members
- Assists with major events through researching partnership and donation prospects
- Supports other departments with data entry and management as needed
- Assists with additional projects as needed

Essential Knowledge, Skills and Abilities:
- Demonstrates commitment to serving underrepresented and vulnerable populations, including social and racial/ethnic minorities as well as those living with mental illnesses and/or substance use disorders
- Willing to work in a diverse environment in regards to race, ethnicity, culture, sexual orientation and gender
- Demonstrates strong attention to detail and excellent task organization skills
- Interested in maintaining and improving high-quality systems, and bringing in new ideas of how to manage data efficiently
- Ability to work collaboratively as a member of a team
- Possesses a personal interest in mission-driven work and working for a nonprofit organization

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Requirements:

- Bachelors' degree preferred, but not required
- Prior experience with CRM systems, particularly Blackbaud, strongly preferred
- Proficiency in Microsoft Windows, Microsoft Office

Applications will be accepted until the position is filled. Please send your resume and cover letter to careers@namichicago.org. NAMI Chicago is an equal opportunity employer.