



Bacoa serves as a comprehensive resource for navigating aging by supporting older adults, caregivers, and families through a wide range of services, and education to empower older adults to live life to their full potential.

Development Manager

Scope of Position: Manage and direct all Bacoa's goals and strategies for all fundraising campaigns; develop and implement a growth strategy for the future; implement and oversee all marketing aspects for the organization. All of this done under the supervision of the Executive Administrative Director.

Principal Responsibilities for this full-time position:

Development & Fundraising:

- Prepare an annual fundraising plan
- Research, write and submit all grants and reports
- Promote Bacoa Giving programs including a monthly giving campaign
- Create appeal letters and coordinate production and mailing
- Assist with organization of special events including working closely with Executive Administrative Director and committees, communicating with sponsors and donors, organizing and promoting ticket sales, coordinate site and entertainment arrangements and event setup
- Prepare donor-centered communications

Communications & Marketing:

- Coordinate the execution of the organization's communication and marketing activities
- Create and manage an annual Marketing Plan
- Develop external marketing materials including brochures, ads, donor letters, appeals, sponsorship information, program books, event invitations, etc.
- Write, edit, proof and coordinate mailed quarterly newsletter; bi-monthly e-newsletter and Annual Report
- Supervise Bacoa website and social media channels
- Promote special events including fundraisers, community and educational programs, classes and services
- Distribute press releases as needed

6000 GARLANDS LANE, SUITE 100
BARRINGTON, IL 60010
847-381-5030



Skills and Abilities Required:

- Strong understanding of and background in fundraising
- Superior written and oral communication skills, including editing
- Creativity and imagination
- Understanding of donor centric communications
- Self-driven; ability to carry a plan to fruition

Qualifications:

- Degree in business or marketing
- Philanthropic mindset
- A minimum of 5 years of experience in not-for-profit and/or marketing
- Detail oriented
- Business acumen
- Ability to work in a team environment

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