

PREVENTION FIRST

Development Specialist

POSITION SUMMARY

This position supports Prevention First's development, funding diversification, and strategic growth efforts by conducting prospect research, supporting grant and sponsorship development, and coordinating development activities. The position works closely with the Chief Development Officer and staff across the organization to identify and advance funding opportunities, develop proposals and supporting materials, and help move emerging opportunities from concept to implementation.

ESSENTIAL FUNCTIONS

- Supports the Chief Development Officer in carrying out Prevention First's development, funding diversification, and strategic growth activities.
- Conducts ongoing research to identify prospective government, foundation, corporate, and other funding opportunities that align with Prevention First's mission, programs, services, and strategic priorities; evaluates eligibility, requirements, deadlines, funding priorities, and organizational fit.
- Assists with the development of grant proposals, letters of inquiry, concept papers, and other funding requests by reviewing funding announcements and application requirements and researching and drafting proposal content and supporting materials.
- Coordinates the pre-award grant development process, including establishing and maintaining proposal timelines and checklists, organizing application materials, coordinating contributions from internal staff, monitoring deadlines, and supporting timely and complete submissions.
- Collaborates with program, finance, evaluation, communications, and other staff to gather program descriptions, organizational data, outcomes, budgets, supporting documentation, and other information needed for grant proposals and funding requests.
- Supports efforts to diversify Prevention First's funding by researching prospective funders, sponsors, partners, earned-revenue opportunities, funding trends, philanthropic priorities, corporate giving, and other potential sources of support.
- Supports sponsorship development for Prevention First events, programs, campaigns, and initiatives by researching prospective sponsors; assisting with sponsorship packages, proposals, and outreach materials; tracking outreach and commitments; and coordinating information needed to fulfill sponsorship agreements.
- Supports funder, sponsor, and partner cultivation by conducting background and prospect research; preparing briefing materials, presentations, correspondence, and meeting materials; coordinating meetings as needed; and assisting with follow-up activities.

PREVENTION FIRST

- Maintains accurate and organized development records and tracking systems for funding prospects, grant opportunities, proposals, sponsorships, contacts, deadlines, submissions, and other development activities.
- Develops and maintains a library of current organizational information and development materials, including program descriptions, organizational statistics, outcomes and impact information, standard proposal content, and supporting documents for use in funding applications and development activities.
- Assists the Chief Development Officer in advancing potential new initiatives and strategic opportunities by conducting research; developing concept papers, preliminary project plans, timelines, resource needs, and potential partnership opportunities; and coordinating the internal information, resources, and departmental involvement necessary to move approved opportunities from concept toward implementation.
- Prepares development-related reports, summaries, presentations, prospect profiles, funding calendars, and other materials for the Chief Development Officer and organizational leadership as requested.
- Supports special projects and emerging departmental or organizational initiatives requiring research, proposal development, planning, coordination, or other development-related support.
- Demonstrates commitment to valuing diversity and equity and contributing to an inclusive working and learning environment.
- Represents Prevention First professionally in interactions with prospective funders, sponsors, partners, and other external stakeholders as appropriate; attends meetings, conferences, and other events; participates in all internal staff meetings, organizational retreats, and planning meetings.
- Operates basic office equipment and presentation technology; utilizes communications and conferencing platforms (e.g., Zoom, WebEx, Teams, etc.), internet access, internet search capabilities, PowerPoint, and other programs as needed.

POSITION QUALIFICATIONS

Bachelor's degree in Nonprofit Management, Communications, English, Business Administration, Public Administration, Public Health, Marketing, or a related field with a minimum of two to three years of related experience in grant writing, fund development, prospect research, sponsorship development, nonprofit development, or related work involving professional writing, research, and project coordination. Requires strong professional writing, research, editing, and organizational skills, with the ability to synthesize complex information into clear and compelling written materials; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

DESIRED SKILLS AND ABILITIES

PREVENTION FIRST

- Facilitation Skills – Ability to bring about an outcome (such as learning) in large groups, small groups and one-on-one scenarios.
- Goal Oriented - Ability to focus on a goal and obtain a pre-determined result.
- Interpersonal - Ability to get along well with a variety of personalities and individuals; ability to build inclusive partnerships that bring together a diverse array of stakeholders to engage in authentic collaboration.
- Creative - Ability to produce new concepts, ideas, and innovative solutions.
- Excellent Communication Skills – Ability to organize and convey ideas clearly in writing and verbally.
- Critical Thinking – Ability to analyze and evaluate an issue in order to form a judgment.

ABOUT PREVENTION FIRST

Prevention First is a nonprofit and the leading organization for knowledge-building and the dissemination of evidence-based prevention strategies. Our mission is to equip communities with resources and support to build pathways that prevent substance misuse and promote safety and lasting well-being for all through training, education, and partnerships. Since 1980, Prevention First has provided training, technical assistance, and resource materials to thousands of schools, community groups, parents, and youth. We specialize in building the capacity of practitioners to build and sustain effective community coalitions to prevent substance abuse, develop comprehensive strategic prevention plans, and select and implement appropriate evidence-based prevention strategies. We are funded through the Illinois Department of Human Services and offer our services throughout the state.

We offer an exceptional benefits package to our full-time employees (80% and above):

- Paid Time Off Accrual System (eligible day 1)
- Paid holidays
- Medical, dental & vision
- 401(k) plan (eligible after 90 days, vested after 1 year)

This is a full-time, FLSA-exempt position reporting to the Chief Development Officer. It is located in our Chicago or Springfield office, with possible remote work opportunities. The salary range is \$58,250 - \$61,000.

Prevention First is committed to creating a diverse environment and is proud to be an equal opportunity employer. We're committed to having an inclusive and transparent environment where every voice is heard and acknowledged. We are dedicated to equality and believe deeply in diversity of race, gender, sexual orientation, religion, ethnicity, national origin, and all the other unique characteristics that make us different.

APPLICATION

We strongly encourage people from underrepresented groups to apply. Please e-mail your cover letter and resume to humanresources@prevention.org.