



**New Life Centers**  
**Associate Director of Partner Engagement**

New Life Centers (NLC) provides intensive, community-based mentoring programs for youth ages 12+ in the Little Village, Humboldt Park and Brighton Park communities of Chicago. The target demographics of programs: gang-affiliated youth on probation, and at-risk youth referred through local schools and community agencies. Serving these two populations allows NLC to holistically engage both violence prevention and intervention in response to identified community needs. We seek to reduce youth contact with the justice system, promote safety, and empower young people to become community-builders and peace-makers. Our holistic program model enables us to fulfill our mission: to provide mentoring and advocacy to guide youth toward a new life and a new direction.

**Position Summary:**

The Associate Director of Partner Engagement is responsible for planning, organizing, and directing New Life Centers' Partner Engagement department's special events, donor database management, new grant fundraising efforts, and supporting the Director of Partner Engagement in all fundraising and communication efforts. This position is full-time, exempt and reports to the Director of Partner Engagement.

**Responsibilities**

- Work with the Director of Partner Engagement and New Life Centers' staff to create and execute communications and fundraising strategies for New Life Centers.
- Collaborate with the Director of Partner Engagement.
- To realize the annual fundraising program including mailings and annual fundraising drives.
- In the creation of communication pieces, publications, and materials to support fundraising activities and partner involvement.
- To strengthen donor prospecting, stewardship, cultivation, and gift recognition.
- To establish a tiered marketing, donor, and involvement program for qualification and donation amounts and resources.
- Collaborate with the Communications Team and Volunteer Coordinator in aligning external engagement for overall communication implementation and partner engagement.
- Support efforts for partner engagement special events. Evaluate the success of fundraising events and use analysis to recommend adjustments as needed to improve future efforts.
- Develop relationships and meet prospective donors and supporters on a continual basis (average of at least 4 connections per month) to establish effective communications with them and cultivate ongoing relationships, involvement, and support.
- Conduct public appearances and speaking engagements to share information about New Life Centers with the community and partners.
- Incorporate community-centric fundraising into fundraising approach.
- Oversee fundraising database and tracking systems, evaluating data-based opportunities for prospecting and cultivation.
- Execute and help strengthen systems to track donor experience and engagement.
- Oversee all new grant fundraising efforts for New Life Centers.
- Provide regular reports of progress, involvement of the donors and volunteers, participation level, and pipeline status.
- Ensure that all legal reporting requirements are satisfied.
- Assist with the long-term partner and fundraising development and strategy.
- Continue to investigate new ideas and methods for personal professional growth as well as partner engagement goals.

**Required Qualifications:**

- Must become a Mandated Reporter.
- Must pass a background check; No pending criminal cases or prior convictions for sexual assault, child abuse, or domestic violence.
- Must embrace and fully agree with the mission and statements of New Life Centers of Chicagoland.
- A work-style approach and commitment to maintaining amiable relations with staff, ministry leaders and the New Life Center's community of partners, helping to create a warm, safe, and hospitable culture.

- Bilingual preferred: Spanish & English
- GED or higher; with demonstrated experience in communications and/or development.
- Exceptional communication skills; ability to effectively communicate and listen to others.
- Demonstrated strength in writing and organizational skills.
- Team player, cooperative, and able to receive criticism in a loving way to improve processes and ministry.
- Strong interpersonal and relational skills.
- Ability to resolve conflict in a mature and restorative manner.
- Growing knowledge of volunteer and leadership development and encouragement.
- Have the desire to get out of the office and build external relationships.
- Be self-driven and proactive to initiate donor visits and fundraising calls; exhibit “follow through” on tasks and goals.
- Able to manage and adhere to confidential information and policies.
- Display a positive attitude, show concern for people and community, demonstrate self-confidence, common sense, and good listening ability.
- Basic level of skill set to use computer software, including Microsoft Office Suite (Word, PowerPoint, Excel, Publisher and Outlook), Apple based application and computing skills and Google Software Suite.
- Comfortable in creating presentations and providing direction for creation of videos and communication materials.
- Valid Illinois Driver’s License, valid insurance, and good driving record. May require travel.

**How to Apply:**

Please submit the following materials to Victoria App, [VictoriaA@newlifecenters.org](mailto:VictoriaA@newlifecenters.org):

- Cover letter indicating your experience and interest in the position
- Resume
- List of three references with contact information (2 Professional and 1 Personal, Email and Phone number included)

Please submit your application materials as MS Word or PDF attachments. Include all attachments in a single email. Please include, “Associate Director of Partner Engagement” in the subject line of your email.

*New Life Centers provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. New Life Centers complies with applicable federal, state and local laws governing nondiscrimination in employment in every location in which the company has facilities.*