



**CHICAGO
STREET
MEDICINE**

Board of Directors Application

Director of Fundraising

Position Description:

This is the point person for Chicago Street Medicine's fundraising efforts, both through community donations and grants.

Position Term:

Two-year term with rolling start date, as agreed on by Board of Directors and qualified applicant

Responsibilities include, but are not limited to:

- Searching for and preparing grants for both the 501c3 and the student chapters.
- Working collaboratively with chapters to support their financial stability.
- Coordinating efforts for an annual fundraiser event.
- Planning, coordinating, and implementing an annual end of year ask campaign.
- Supporting chapter fundraising efforts.
- Head of the Fundraising Standing Committee.

Parties with whom this position works closely:

- Treasurer
- President
- Vice President of Operations
- Director of Supplies and Resources
- Chapter presidents and/or treasurers

Requirements:

- Previous experience and/or training in fundraising or grant writing
- Desire to work with underserved and marginalized persons and communities
- Chicago residence or significant connection with the city
- An understanding that as a new nonprofit, this is a working Board of Directors that requires active participation and project development
- Ability to attend nonprofit board meetings (as frequently as once per month for two hours)
- Commitment for 2 years

I have read and understood the above:

Signature: _____

Date: _____

Name (print): _____

Application: Director of Fundraising

Applicant Contact Information

Full Name: _____

Phone Number: _____

Email Address: _____

Application Questions

Please answer the following questions in no more than 750 words each.

1. Describe your previous engagement in fundraising efforts
2. What is the relationship between homelessness, health, and healing?
3. What is the root cause of homelessness?
4. Chicago Street Medicine is a young organization and as such, we are continually looking for new opportunities to broaden our perspective by bringing in leaders with diverse experiences, backgrounds, and approaches to public health. What do you feel you would bring to our organization to help us grow?
5. As the Director of Fundraising, you would be in charge of garnering the financial means to make our work possible. What steps would you take to achieve sustainable and continuous funding to support our current work and future expansion?
6. Please list any other positions you would like to be considered for:

References

Please list two references with contact information. At least one reference must be a professional relationship.

Name: _____

Name: _____

Relationship: _____

Relationship: _____

Phone Number: _____

Phone Number: _____

Email Address: _____

Email Address: _____

Submission Instructions

Deadline: Applications are reviewed on the 15th of every month for interview over the following month. We would like this position to be filled by December, 2021 or sooner.

Please compile the following documents into a single PDF:

- Signed understanding of position description and requirements (Page 2)
- Application Questions
- References
- CV

Submit this PDF file to: ChicagoStreetMedicine@gmail.com with the subject line “(First Initial Last Name) Application for Director of Fundraising”

If you have any questions, please contact us through our email or explore our website.

Email: ChicagoStreetMedicine@gmail.com

Website: www.ChicagoStreetMedicine.org