



KEY ELEMENTS
group LLC

Position Title: Consultant
Location: Greater Chicago Area
Date Modified: June 2017
Reports To: President and CEO

Key Elements Group LLC (KEG) is a consulting firm based in Philadelphia, PA. The firm's team specializes in identifying obstacles preventing established and aspiring nonprofit professionals from reaching their goals and helping create and implement model-shifting solutions in order to move their organizations forward into new, productive, and sustainable territory. KEG is expanding its team in the Chicago area and seeks to hire a Consultant who will be a vital part of the firm's core consulting team. The Consultant will work collaboratively with KEG executives and clients to identify, design, and implement successful fundraising efforts.

Responsibilities:

- Develop work plans and materials for campaign planning studies
- Create fundraising campaign materials, including strategic plans, operating materials, case statements, and major gift proposals
- Develop campaign plans and design campaign strategies
- Conduct in-depth prospect research
- Craft individual cultivation, solicitation, and stewardship strategies
- Prepare clear and compelling presentation materials
- Generate creative forward-thinking recommendations
- Compose and deliver presentations and plans

Desired Skills and Experience:

KEG seeks a talented professional with fundraising experience along with consulting, communications, marketing, and strategic planning experience. Outstanding candidates bring a diverse background, an interest in philanthropy, and drive to see nonprofits succeed.

- Excellent interpersonal skills and ability to work collaboratively with all levels of staff, volunteers, donors, and prospective donors
- Outstanding organizational skills and ability to manage multiple tasks simultaneously
- Strong fundraising knowledge and confidence to understand the needs and expectations of nonprofits
- Self-starter with great organization and project management skills
- Strong written and oral communication skills
- Professional manner with the ability to maintain confidentiality
- Must demonstrate highest standards of ethics and integrity, client focus, excellence around provision of services
- Experience with Microsoft Office Suite and donor databases
- Bachelor's Degree required
- 5+ years of fundraising experience required

Send cover letter and resume to Lynette Zimmerman at lynette@keyelementsgrp.com.