

Key position open at dynamic, growing, and innovative national organization

Partners for Sacred Places, the only national organization that promotes the sound stewardship and active community use of older and historic religious properties, is seeking a Director for its Chicago Regional Office.

The Director will oversee the growth and development of the Chicago-based Regional Office and manage a team of local staff, consultants, and volunteers. This is an ideal position for an experienced entrepreneurial professional interested in working at the intersection of heritage, faith, and community.

Responsibilities:

- Leadership and Administration
 - Represent the Chicago Regional Office to the Chicago Advisory Board (in formation) and to the National Office of Partners for Sacred Places
 - Help hire and supervise Program Manager; part-time Administrative Coordinator; and interns.
 - Coordinate programming with Partners' national staff, including shaping content and targeting audiences for public educational events, *New Dollars/New Partners* training, workshops, and tours and grant-making
- Development and Fundraising
 - Identify funding sources and pursue financial support
 - Build relationships with potential influencers and donors, both individual and institutional
 - Pursue grant opportunities for program support and development
- Communications
 - Introduce Partners for to new audiences and maintain image with stakeholders
 - Promote the program through media and at public events.

Reporting:

- National-level Supervision: Tuomi Forrest, Associate Director, Partners for Sacred Places

Qualifications:

- Undergraduate degree required. Graduate Divinity degree with a concentration in urban ministry or town-and-country ministry, *or* graduate degree in planning, architecture, historic preservation or similar field preferred, with a minimum of 8 years' work experience.
- Experience in fundraising in Chicago, including individual donor cultivation and grant-writing.
- Hands-on knowledge of congregational life and ability to work with a broad range of religious communities.

- Excellent interpersonal and verbal communication skills; comfort with public speaking.
- Excellent organizational skills and ability to balance variety of ongoing tasks along with special projects.
- Strong writing and editing skills.

Position to be filled immediately. Partners for Sacred Places is an equal opportunity employer.

Please send resume, along with salary history and requirements to to:

Tuomi Joshua Forrest
Associate Director
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Philadelphia, PA 19103

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