Director of Development

Start Date: Fall 2026
Education: Bachelors and above
Location: Chicagoland – Woodlawn/Evanston

Type: Full-Time
Language: English
Salary/Wage: $125,000-$150,000

Mission Statement:
For Chicagoland youth who desire and deserve more, MetroSquash combines academic support, competitive squash, and enrichment opportunities to empower students to realize their potential and make their mark.

Overview:
MetroSquash was founded in 2005 as an out-of-school time program for Chicago Public School students. The first MetroSquash class consisted of 10 fifth-grade students and utilized squash courts and classroom space at the University of Chicago. A grade level was added each year to realize a service pathway from 5th grade through post-secondary completion. In 2015, the organization raised over $8M to construct a permanent home - the 8-court Hussain MetroSquash Center in Woodlawn. With an operating budget of $3.5M, MetroSquash has 20 full-time staff serving over 500 students and their families annually. In 2018, MetroSquash opened its first satellite location in Evanston to serve students just north of Chicago. MetroSquash Evanston currently serves 70+ 6th-12th graders as well as college students and utilizes court space at the McGaw YMCA. The organization will embark on a $15M capital capital campaign in the fall of 2026.

Description:
The Director of Development reports to the CEO and plays a leading role in growing the Development Department to meet the ever-growing needs of the organization. The ideal candidate is results-driven, data-oriented, and passionate about the organization's mission. The role entails understanding and meeting the needs of multiple stakeholder groups, managing staff, and working across internal teams to reach the organization's revenue generating goals.

Key Responsibilities

- Oversee an annual fundraising program of $3.5 million consisting of special events, private and government grants, corporate support, and individual giving.
- Recruit, lead, and inspire a development team consisting of a full-time Development Coordinator and grants contractor.
- Successfully lead event planning committees including the Fall Gala, Spring MetroSquash Cup, and Summer Golfing for Graduates Event.
- Support the strategic growth of the fundraising program, collaborating with CEO and board of directors to identify new sources of funding support while cultivating and maintaining current support.
- Maintain a robust portfolio of existing and prospective donors, ensuring that there is a plan for renewing and securing gifts.



- Collaborate with the CEO to help offer guidance, resources and expertise in preparation for the upcoming capital campaign, staying abreast of all developments and updates as it relates to the campaign.
- Ensure the integrity of all systems related to gift tracking, acknowledgements, and appropriate record-keeping.
- Oversee all marketing and communications including social media platforms, email communication, and the annual report.
- Serve as an active leader within the MetroSquash community, working to maintain an open atmosphere of collaboration, knowledge-sharing, and pride.

Required knowledge, skills & abilities:

- A bachelor's degree and 7+ years of increasingly advanced nonprofit fundraising experience.
- Must have a minimum 3 years of supervisory experience.
- A strategic thinker who enjoys building relationships.
- Motivated, self directed, and excellent at follow through.
- Highly organized, detail-oriented, and able to balance multiple projects at once.
- Strong knowledge of Salesforce CRM or similar donor databases; experience with donation tracking, reporting, and donor engagement strategies.
- Experience in marketing and communications, including social media management, email marketing, and content creation.
- Strong event planning skills, with experience managing logistics, vendors, and fundraising events.
- Experience securing gifts at the six-figure level.
- Excellent written, communication, and interpersonal skills, with the ability to engage with multiple stakeholders effectively.
- Professional experience in a youth-serving and/or out-of-school-time setting a plus.
- Commitment to MetroSquash's mission.

Vacation & Benefits:

A generous benefits plan, including health and dental coverage, retirement matching and 15 vacation days and 5 sick days in the first year.

How to Apply:

Email your resume and cover letter to careers@metrosquash.org. No calls please.