

# A BETTER CHICAGO

## POSITION: INVESTMENT OPERATIONS COORDINATOR

### ABOUT THE ORGANIZATION

A Better Chicago is a strategic venture philanthropy nonprofit that focuses on fighting poverty and inequity in Chicago by improving opportunities for Black and Latinx youth from low-income backgrounds. We approach this work by harnessing best practices to invest financial and intellectual capital in our expanding portfolio of high impact, high-potential local nonprofits as they work on the front lines to empower young people from cradle through career. Since our founding in 2010, we have provided more than \$50 million in support to dozens of Chicago nonprofits serving over 43,000 young people annually. Through our approach to selecting and supporting outstanding organizations, A Better Chicago seeks to build a more equitable city for young people while setting an example of how philanthropy can drive compelling results at scale.

#### Key elements of A Better Chicago's model include:

- **Rigorous due diligence:** A Better Chicago carefully screens organizations and only funds those that have strong leadership, a compelling program model and a demonstrated commitment to outcomes measurement
- **Adding value:** It takes more than just money. A Better Chicago provides strategic support in areas like business planning, executive search and leadership development—all of which are critical to building strong organizations and achieving meaningful outcomes
- **Results:** A Better Chicago's team works tirelessly so that every dollar raised has the maximum possible impact. The organization openly shares its performance because it believes in accountability. It's part of how A Better Chicago is transforming philanthropy
- **100% impact:** A Better Chicago's board of directors and leadership council cover all of our administrative costs, so 100 percent of all donations are supporting our portfolio of outstanding nonprofits

#### Since launching in 2010, A Better Chicago has made compelling progress:

- Raised over \$40 million to invest in Chicago's most effective nonprofits
- Built a board, leadership council, impact council and high-performing staff
- Reviewed close to 1000 organizations and built a portfolio of 26 high-performing organizations
- Developed partnerships with leading professional services firms to help grantees tackle their most pressing strategic and operational challenges
- Created an Emergency Relief Fund that has invested \$2.5 million in 47 local initiatives during the COVID19 pandemic.
- Launched and implemented the \$7.5M Chicago Design Challenge to accelerate learning recovery and address the mental health challenges of youth most affected by the pandemic.

For more information, please visit [www.abetterchicago.org](http://www.abetterchicago.org).

## **ABOUT THE POSITION**

A Better Chicago seeks an organized, enthusiastic, and detail oriented professional to support the organization's grant-making efforts. This is an ideal opportunity for someone early in their career who wants a hands-on role at an entrepreneurial and growing organization. As an integral part of A Better Chicago's team, this person will develop a strong understanding of the nonprofit sector and venture philanthropy, build analytic and due diligence expertise, and receive ongoing mentorship and professional development.

Specific responsibilities include, but are not limited to:

### **Support investment team operations (~50%)**

- In collaboration with the Director of Investments and Portfolio Growth Associate, ensure seamless grantmaking operations across all stages of the investment pipeline including:
  - Supporting with the development of grantmaking initiatives (e.g., developing Google Forms)
  - Execute investment agreements and grant payments for new and renewed grantee organizations
  - Scheduling and notetaking during due diligence interviews
  - Ensuring Salesforce holds accurate information regarding ABC's candidate pipeline
- Support the investment team in drafting investment agreements and other investment-related legal documents with support from our external legal team
- Provide logistical support for portfolio events

### **Lead investment team record keeping (~25%)**

- Work closely with the investment team to ensure efficient and accurate record keeping for all grantmaking activity, including management support, direct investment and leveraged funding through Salesforce and other recording keeping mechanisms
- Support A Better Chicago's external accounting firm with processing and tracking grant and management support payments
- Support the marketing team in maintaining investment detail on the website

### **Oversee team logistics (~25%)**

- Provide scheduling and logistical support to Chief Investment and Strategy Officer and Director of Investments
- Support management team in preparing materials for board and leadership council meetings
- Provide note-taking support during team meetings

**Reports to:** Director of Investments

## **CANDIDATE REQUIREMENTS**

The ideal candidate may bring experience from the nonprofit, public, and/or private sectors and will possess the following qualifications and attributes:

- Deep commitment to racial equity and A Better Chicago's mission to drive socioeconomic change through investing in bold ideas that create opportunity for our youth
- Demonstrated commitment and track record of excellence across A Better Chicago's values: courage, empathy, judgment, drive, innovation, stretch, self-awareness, positive attitude, and teamwork
- As a growing organization in a critical phase of its strategy that relies on strong relationships with its grantees, A Better Chicago is looking for individuals with an appetite for growth and development, who are excited to be a core part of building the organization for at least the next 2+ years
- Skills and experience:
  - Bachelor's degree preferred
  - 1-2 years of professional experience (may include relevant academic and/or internship experience)
  - Demonstrated ability to manage up
  - Self-starter able to prioritize, multi-task and meet deadlines in a fast-paced environment
  - Highly organized, with exceptional attention to detail
  - Excellent interpersonal skills and ability to influence others, regardless of role or seniority
  - Excellent written and verbal communication skills
  - Adept at Microsoft PowerPoint and Excel

**COMPENSATION AND BENEFITS:**

Salary range begins at \$50,000 and is commensurate with experience. A Better Chicago offers an excellent benefits package, which includes: -

- Medical, dental and vision insurance
- Short-term and long-term disability insurance
- 401K plan with company contribution
- Significant paid time off, including three weeks of vacation, five sick days, and 16 days off for public holidays and office closure

**TARGETED START DATE:** March 2022

**LOCATION:** Chicago, IL - *The A Better Chicago team is currently working remotely but expects to begin a hybrid-schedule in 2022.*

**TO APPLY, SEND COVER LETTER AND RESUME TO:** [CAREERS@ABETTERCHICAGO.ORG](mailto:CAREERS@ABETTERCHICAGO.ORG)

*A Better Chicago is an equal opportunity employer and actively invites candidates from diverse backgrounds.*