

# A BETTER CHICAGO

## POSITION: DEVELOPMENT ASSOCIATE

### 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 \$55 million in support to dozens of Chicago nonprofits serving over 45,600 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 \$55 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 28 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 marketing and development 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 project management expertise and marketing skills, and receive ongoing mentorship and professional development.

Specific responsibilities include, but are not limited to:

### **Support marketing and external affairs team operations (~50%)**

- In collaboration with the Chief Marketing and External Affairs Officer and the Director of Development, ensure seamless engagement with and stewardship of all donors and prospects. This includes:
  - Supporting the development of marketing collateral
  - Researching prospective donors
  - Tracking and acknowledging donor gifts
- Provide logistical and communication support for marketing-related events as needed, including outreach to vendors and donors
- Research and share relevant news with the A Better Chicago team to support our understanding of local and national research and trends in philanthropy and social justice
- Support project planning to facilitate the completion of team tasks
- Managing upkeep of weekly development outreach
- Support development team with grant writing efforts

### **Lead marketing team and external affairs record keeping (~25%)**

- Work closely with the Development Team to ensure efficient and accurate record keeping of all donor revenue through Salesforce and other recording keeping mechanisms (e.g., Donor folders in SharePoint)
- Ensure Salesforce holds accurate information regarding current and potential donors plus donations received
- Compile revenue, prospect, and other reports from Salesforce as needed
- Work closely with A Better Chicago's external accounting firm to reconcile donor revenue

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

- Provide scheduling and logistical support to the marketing and external affairs team, which includes both communications and development
- Support the marketing team in preparing materials for committees, Impact, Board, and Leadership Council meetings

**Reports to:** Director of Development

## **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
  - 2-5 years of professional 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
  - Knowledge of or familiarity with Salesforce is a plus but not required

**COMPENSATION AND BENEFITS:**

Salary range begins at \$60,000 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:** September/October 2022

**LOCATION:** Chicago, IL - *The A Better Chicago team is has begun 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.*