

A BETTER CHICAGO

POSITION SPECIFICATION

POSITION: Development Associate

ABOUT THE ORGANIZATION: A Better Chicago is a nonprofit venture philanthropy fund devoted to changing how Chicago fights poverty by investing in bold ideas that create opportunity for our youth. Driven by the core beliefs that education has the power to change everything and that charity as usual doesn't work, A Better Chicago invests in and supports a select portfolio of high-performing nonprofits that are putting low-income students on a path toward high school, college and career success. Through its approach to selecting and supporting outstanding organizations, A Better Chicago seeks to improve opportunities for young people while setting an example of how philanthropy can drive compelling results at scale.

Current challenge and A Better Chicago's solution:

Despite decades of reform efforts, only 18% of Chicago Public School freshmen are graduating from college by the age of 25, and even fewer enter a career with a family-sustaining wage. In response, A Better Chicago is harnessing best practices from the public and private sectors to find, fund and scale a portfolio of high-performing nonprofit organizations that puts low-income students on a path to high school, college and career success. Through a combination of funding and management support, A Better Chicago is providing Chicago's most effective nonprofits with the financial and intellectual capital to thrive.

Key elements of A Better Chicago's model include:

- **Rigorous due diligence:** A Better Chicago carefully assesses organizations and only funds those that have strong leadership, a compelling program model and a demonstrated commitment to outcomes measurement
- **Amplifying impact:** In addition to growth capital, 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 the organization's operating expenses, so 100% of all donations are directly invested in A Better Chicago's portfolio of outstanding nonprofits

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

- Raised over \$30 million to invest in Chicago's most effective education nonprofits
 - Built a founding board, leadership council and high-performing staff
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- Reviewed 700+ organizations and built a portfolio of 11 high-performing organizations
 - Developed partnerships with leading professional services firms to help grantees tackle their most pressing strategic and operational challenges

For more information, please visit www.abetterchicago.org.

ABOUT THE POSITION:

A Better Chicago seeks a strategic and engaging relationship manager who is passionate about providing opportunity for young people in Chicago. As part of the external relations team, the Development Associate will play a critical role in achieving fundraising goals through managing a growing portfolio of donors, providing high-quality support to senior fundraisers on the team and driving fundraising strategy. This position reports to the Director of Development.

This is an ideal opportunity for a candidate seeking a hands-on role at an entrepreneurial and innovative nonprofit organization. The Development Associate role provides an unmatched opportunity to build skills as a fundraiser, develop a network of nonprofit and philanthropic leaders, and strengthen project management and analytical skills.

Specific responsibilities include:

- Oversee the strategy, engagement and growth of a portfolio of donors, including managing the full donor cycle (prospecting through solicitation)
 - Support organizational leadership in developing the strategy and engagement of targeted donors (including corporate, foundation and co-investment relationships), including:
 - Research and write grant proposals and reports for targeted donors
 - Prepare materials in advance of meetings with current and prospective donors
 - Support prospect research
 - Create and maintain donor records and activities in Salesforce
 - Drive strategy for the impact council, A Better Chicago's young professionals board, and manage the execution of impact council activities
 - Provide thought partnership to senior leadership by managing fundraising dashboards and donor analytics, including analyzing trends and recommending strategies for engagement of prospective and current donors
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CANDIDATE REQUIREMENTS:

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

- Deep commitment to A Better Chicago's mission to drive socioeconomic change through investing in organizations creating high-quality educational and career opportunities for Chicago students
 - Skills and experience
 - 4+ years of professional experience working in challenging roles with increasing levels of responsibility
 - Ability to authentically build and maintain relationships
 - Proven track record of influencing external stakeholders toward action
 - Excellent verbal and written communication skills
 - Strong analytical skills and quantitative orientation
 - Demonstrated ability to develop, manage, and execute work stream(s) with significant autonomy
 - Demonstrated commitment and track record of excellence across A Better Chicago's values:
 - **Courage** – *We proactively step up to challenges, make tough decisions and act decisively. We say what we believe, even if it's unpopular.*
 - **Empathy** – *We respect and seek to understand a diverse range of perspectives from our teammates, partners and the communities we serve.*
 - **Impact** – *We consistently accomplish outstanding work. We hold ourselves accountable to delivering results. We have a bias toward action.*
 - **Judgment** – *We take a deliberate approach. We make wise decisions despite ambiguity. We cut through noise to focus on the most important issues.*
 - **Positive attitude** – *We bring energy, optimism and a sense of possibility to our work, especially in challenging times.*
 - **Self-awareness** – *We actively work to fully understand our abilities, our growth opportunities and how our actions affect others.*
 - **Stretch** – *We get better every day through constructive feedback, reflection and growth. We find creative solutions to overcome challenges.*
 - **Teamwork** – *We support and challenge our colleagues to be their best. We work collaboratively to solve problems. We put our team above ourselves.*
 - Strong proficiency in PowerPoint and Excel
 - Experience with Salesforce preferred
 - Bachelor's degree required
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LOCATION: Chicago, IL

COMPENSATION: A Better Chicago is committed to finding a top-tier candidate to fill this role. Therefore, the compensation for this role is very competitive and includes:

- medical, dental and vision insurance
- short-term and long-term disability insurance
- 401K plan with company contribution
- four weeks of paid time off

A Better Chicago is an equal opportunity employer and welcomes candidates from diverse backgrounds.

TARGETED START DATE: Flexible

TO APPLY, SEND A development@abetterchicago.org

COVER LETTER

AND RESUME TO: Cover letters should address the following questions and be no longer than a single page:

- What appeals to you about fundraising for A Better Chicago?
 - Describe the most complex challenge you've conquered in a work setting. What was the challenge and what made it complex? How did you overcome it? What support did you receive?
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