

A BETTER CHICAGO

POSITION: COMMUNICATIONS 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 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 operating expenses, so 100% of all donations are directly invested in our 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 nonprofits
- Built a founding board, leadership council, impact council and high-performing staff
- 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.

A BETTER CHICAGO

ABOUT THE POSITION

Chicago is in a pivotal moment, with a newly elected mayor and leaders across all sectors focused on addressing the pervasive issues of racial and economic inequity throughout the city. To better face these complex challenges, A Better Chicago is growing its external relations team to support the organization's fundraising and marketing efforts. Over the next five years, A Better Chicago seeks to significantly increase its brand awareness, network of supporters and revenue raised to fuel its efforts to fight poverty. The communications associate will play a critical role in the work necessary to achieving our ambitious goals—including crafting and driving strategic communications, supporting digital marketing efforts and engaging donors through fundraising and storytelling campaigns.

Why this is your dream job:

This is an ideal opportunity for candidates seeking a hands-on role at an entrepreneurial and innovative nonprofit organization. Serving as an external relations team member provides an unmatched opportunity to build fundraising and marketing skills, develop a network of nonprofit and philanthropic leaders and peers and strengthen project management and analytical skills. Additionally, the communications associate will take part in A Better Chicago's next phase of growth, playing a key part in helping to significantly increase our ability to break down barriers to academic and career success for young people in every neighborhood and zip code in Chicago.

Why this is a challenging job:

A Better Chicago is a fast-paced, highly entrepreneurial organization that maintains high standards and ambitious targets – all with a lean team. Each member of A Better Chicago's team relishes the opportunity to roll up their sleeves to be a part of building something great. A successful communications associate will be passionate about providing opportunity for young people in Chicago and will be excited to collaborate on a multifaceted communications and marketing strategy that will take A Better Chicago's work to the next level. The ideal candidate would have stellar written and verbal communications skills, the capability to apply insights and data to improve campaign outcomes and a strong desire to learn. The communications associate will play a critical role in supporting A Better Chicago's thought leadership and brand awareness strategies, with responsibilities ranging from curating social media and blog content to developing donor-focused communications to implementing digital fundraising campaigns.

Specific responsibilities include, but are not limited to:

- Support A Better Chicago's communications and donor engagement efforts, including:
 - Co-develop communications timelines, content and strategy with the team members
 - Manage the creation of monthly newsletters, emails and event invitations
 - Create templates for fundraising materials to be customized for multiple purposes and audiences
 - Write grant proposals, applications and donor acknowledgement letters
 - Design base content for external presentations and donor meetings
- Manage A Better Chicago's digital channels , including:
 - Manage and maintain social media accounts (including Facebook, Instagram, Twitter and LinkedIn), including content creation
 - Manage and update A Better Chicago's website
- Operationalize and analyze communications efforts, including:

A BETTER CHICAGO

- Support external relations team by preparing materials in advance of meetings, including dashboards and reports as needed
- Manage all communications-related records and activities in Salesforce, including the integration between other digital tools (e.g. Emma, Cision)
- Serve as administrator and manage relationships with team support partners (Emma, Bark and Red Granite)
- Manage monthly budget reconciliation for communications and campaign revenue and expenses with Red Granite

Reports to: Director of Communications and Engagement

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 bold ideas that create opportunity for our youth
- Skills and experience:
 - Bachelor's degree
 - 4+ years of professional experience in challenging roles with increasing levels of responsibility (may include relevant academic and/or internship experience)
 - Creative, solutions-oriented thinker
 - Self-starter able to prioritize, multi-task and meet deadlines in a fast-paced environment
 - Strong analytical skills and ability to synthesize information quickly and effectively
 - 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
- 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.*
 - **Judgment:** *We make wise decisions despite ambiguity. We cut through noise to focus on the most important issues.*
 - **Drive:** *We bring an ownership mindset and hold ourselves accountable to delivering results. We have a bias toward action.*
 - **Innovation:** *We develop creative solutions that enable us to overcome obstacles and achieve more for Chicago's youth.*
 - **Stretch:** *We get better every day through feedback, reflection and growth.*
 - **Self-awareness:** *We work to understand our abilities, our growth opportunities, and the impact of our actions on others.*

A BETTER CHICAGO

- **Positive attitude:** *We bring energy, optimism and a sense of possibility to our work, especially in difficult times.*
- **Teamwork:** *We support 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 and Adobe Creative Suite preferred
- Bachelor's degree required

COMPENSATION AND BENEFITS

Salary is competitive and 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 2019

LOCATION: Chicago, IL

TO APPLY, SEND COVER LETTER AND RESUME BY JULY 1 TO: externalrelations@abetterchicago.org

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

- What appeals to you about driving communications 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?

REFERRAL AWARD: A referral award of \$1,000 will be given to the individual who refers the candidate who fills this role.

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