

A BETTER CHICAGO

POSITION: EXTERNAL RELATIONS COORDINATOR

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 percent 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 percent 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.

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A Better Chicago seeks an External Relations Coordinator to contribute to all aspects of the organization's fundraising, marketing and events strategy. The person who fills this role will demonstrate passion for A Better Chicago's mission of fighting poverty as well as an enthusiasm to leverage their skills towards this goal. The External Relations Coordinator will be integral in ensuring A Better Chicago meets ambitious growth goals by attracting donors and community members through targeted and engaging events and engagement strategies that elevate the A Better Chicago mission and brand. This person will be an outstanding project manager with superior attention to detail, a problem solver and someone who excels in a fast-paced and goal-oriented environment.

Why this is your dream job

This is an ideal opportunity for a highly organized and goal-oriented candidate who is excited to use their skills to help shape the conversation on philanthropy and nonprofits. The External Relations Coordinator role provides an unmatched opportunity to 1) strengthen project and people management skills through hands-on experiences; 2) leverage creativity to coordinate engaging events that address critical opportunities and issues facing Chicago and the nonprofit sector; and 3) work with an amazing and collaborative team to take on new challenges and achieve ambitious goals. If using your skills to convene leaders and community members around important topics in order to dramatically enhance opportunities for youth in Chicago, this is your ideal job.

Why this is a challenging job

A Better Chicago is a fast-paced organization that maintains high standards and ambitious targets. Each member of A Better Chicago's lean team relishes the opportunity to roll up their sleeves to be a part of building something great. We have exciting ideas for events that build thought-leadership and drive revenue; however, we regularly make tough decisions about how to best allocate our limited resources to maximize quality of events. Critical to this role is an ability to manage internal and external stakeholders in executing on aggressive timelines as well as an ability to bring an "ownership" mindset to tasks big and small. A successful External Relations Coordinator will be comfortable juggling numerous, and sometimes competing, priorities and finding creative solutions to ensure work is being completed efficiently and with the rigor and quality expected at A Better Chicago.

Specific responsibilities include, but are not limited to:

- Oversee the execution of events strategies and plans, including:
 - Developing and managing detailed project plans with clear dates and roles
 - Managing internal and external stakeholders to accomplish tasks and get needed information
 - Overseeing guest relations for events
 - Manage events-related budget to ensure we are staying on or under budget
 - Leading post-event analysis and progress to goals
 - Work with team leadership to recommend annual events calendar and budget
- Design and manage external relations special projects as needed
- Support team operations and administration as needed, including budget and forecasting, data entry, scheduling and meeting preparation

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REPORTS TO: Director of Development

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:
 - 2+ years of professional experience working in challenging roles with increasing levels of responsibility
 - Demonstrated ability to develop, manage, and execute work stream(s) with significant autonomy
 - Impeccable organizational skills and ability to pay close attention to detail
 - 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 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.*
 - **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.*
- Experience with Salesforce, PowerPoint and Excel preferred
- Bachelor's degree required

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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 supporting the external relations team at 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.