

# chicago foundation for women

## **POSITION ANNOUNCEMENT Development Associate**

### **Job Description**

Chicago Foundation for Women invests in women and girls as catalysts, building strong communities for all. CFW funds organizations working to solve the biggest problems facing women and girls: economic insecurity, violence, and access to health care and information. In addition to grantmaking, CFW invests in developing women leaders and advocates, and brings together diverse coalitions to collaborate, share resources and develop solutions. Since 1986, the Foundation has awarded more than 4,000 grants totaling \$36 million to hundreds of organizations that help us achieve our mission. To learn more, visit [www.cfw.org](http://www.cfw.org).

**Position Summary:** The Development Associate provides general administrative support to the Development and Communications Department at Chicago Foundation for Women. This position is also responsible for project-specific support in the areas of special events and donor relations.

### **Major Responsibilities**

#### **Administration (50%)**

- Manage the accurate, timely input of all constituent and gift information, and generation of donor acknowledgements on a daily basis.
- Provide overall administrative support to the Development and Communications Department, including but not limited to: responding to written and telephone inquiries, drafting correspondence, requesting and scheduling donor meetings, and performing general clerical tasks.
- Assist with development of brochures/other printed materials for the development department.
- Create and maintain accurate, detailed donor profiles on existing and potential individual donors. Conduct donor research for staff, board and volunteers.
- Recruit, train and manage Development Department Interns.
- Additional responsibilities, as assigned.

#### **Special Events (50%)**

- Assist with fundraising events, including but not limited to: the coordination and design of event materials, telephone and written solicitations, tracking of pledges, management of volunteers, etc.
- Manage and report on all event registrations.
- Assist with coordination of mailings, such as annual fund appeals, special invitations, handwritten notes, luncheon solicitations, etc.

- Additional responsibilities as needed.

**Work Schedule:**

- Average of 40 hours per week, increasing to 50 + hours during month of CFW Annual Luncheon
- Evening, morning or weekend work occasionally required

**Qualifications**

- Passion and understanding for Chicago Foundation for Women's mission.
- At least two year's work experience, experience in nonprofit development preferred.
- Prior experience working with annual funds, direct mail and/or online giving a plus.
- Computer literacy: Microsoft Suite including PowerPoint, Excel, Word. Raiser's Edge experience is a plus.
- Excellent written and communication skills; a command of grammar, spelling, punctuation and style.
- Strong research skills.
- Fastidious attention to detail.
- Ability to manage a number of projects simultaneously.
- Efficient self-starter; takes initiative.
- Able to accept supervision and direction as required.
- Works effectively with all levels of staff; team player.
- Polished, professional demeanor.
- Good sense of humor.

**Salary and Benefits:**

The Foundation offers a competitive salary and a comprehensive package of benefits including health, dental, disability, life and retirement insurance, as well as flexible schedules and paid time off.

*Chicago Foundation for Women is an equal opportunity employer. We strongly encourage and seek applications from women and men, people of color, immigrant, bilingual, and bicultural individuals, as well as members of the lesbian, gay, bisexual, and transgender communities*

**DEADLINE TO APPLY: Tuesday, October 15, 2019.**

**Please forward resume and cover letter to [careers@cfw.org](mailto:careers@cfw.org). No phone calls please.**