Job Description: Development Associate

Position: Development Associate
Supervised by: Senior Director of Development
Status: Full-time, exempt, salaried

About Chicago Foundation for Women

Chicago Foundation for Women (CFW) is a public foundation working to advance gender equity, which we believe to be inherently interconnected with racial, economic and health equity. CFW envisions a world in which all women and girls, transgender, and gender non-binary people have the opportunity to thrive in safe, just and healthy communities. We celebrate the spectrum of identities and experiences of women and girls, uplift their leadership and center the voices of community to achieve true equity. To support our philanthropy, the Foundation promotes increased investment in women and girls, raises awareness about their issues and potential, and develops them as leaders and philanthropists. Since 1985, the Foundation has awarded nearly $41 million to hundreds of organizations that help achieve its mission of gender equity across the Chicago region.

CFW looks at the broad spectrum of needs of all women. We support the areas of freedom from violence, economic security and access to health, which we see as integrally related and are paths forward toward an equitable society.

Chicago Foundation for Women (CFW) is committed to becoming an anti-racist institution. The Foundation is in the midst of change, from an institution that tolerates racial and identity differences to one that excites these differences as powerful tools for systemic, anti-racist change. CFW is committed to engaging in continual analysis and essential restructuring to ensure the Foundation’s way of being is one that wields a shared power and holds itself accountable to racially oppressed groups to achieve its gender equity goal.

About the Development Associate Position:
The Development Associate provides general administrative support to the Development Department at Chicago Foundation for Women. This position is responsible for project-specific support in the areas of development operations, data entry and database management, and administrative support for the development team.

How the Development Associate Position Breaks Down:

Database and Administrative Support (60%)
- Provide overall administrative support to the Development Department, including but not limited to: responding to written and telephone inquiries, drafting correspondence, requesting and scheduling donor meetings, and performing general clerical tasks.
• Manage the development, printing, and sending of donor acknowledgment letters.
• Ensure timely and accurate entry of gifts, with support from the Manager of Donor Data and Stewardship.
• Create and maintain accurate, detailed donor profiles on existing and potential individual donors. Conduct donor research for staff, board, and volunteers.
• Assist with the development of brochures/other printed materials for the development department.
• Provide project management oversight, such as meeting scheduling, project timelines, etc.
• Additional responsibilities as needed and assigned by supervisor.

Donor Support (20%)
• Working closely with Senior Director of Development and Manager of Corporate and Foundation Relations, provide support for grant writing assignments such as gathering data and lists, fact-checking, and submission management. Help to ensure the timely completion of deliverables from other CFW staff needed to complete submissions.
• Manage info@cfw.org inbox and route messages to the appropriate team members within one business day.
• Research prospective corporate, foundation, and individual funders.
• Additional responsibilities as needed and assigned by supervisor.

Special Events (20%)
• 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.
• Assist with the reporting of all event registrations for the development team and the Director of Social and Community Impact.
• Assist with coordination of event-related development mailings, such as special invitations, handwritten notes, luncheon solicitations, etc.
• Additional responsibilities as needed and assigned by supervisor.

Other
• Attend and actively participate in required educational programs and departmental and staff meetings.
• Protect CFW’s value by keeping information confidential.
• Update knowledge by participating in educational opportunities; maintaining networks; participating in professional organizations.

Work Environment:
• This position operates primarily in an office environment that is accessible. Some work at off-site locations may be required and those may not be fully accessible.
• This role routinely uses standard office equipment such as computers, phones, photocopiers, scanners, filing cabinets, and fax machines.
• While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.
• The employee may be asked to lift and/or move objects up to 25 pounds.
• Travel between the main office and other locations will be required. Must possess a valid driver’s license and be insurable.
• This position generally works in the office from 9:00 AM – 5:00 PM Monday through Friday with occasional night and weekend hours required
• Workplace is a smoke and drug-free environment.
• CFW is an equal opportunity employer and seeks to employ qualified individuals based on individual merit. CFW does not discriminate against any individual with respect to the terms and conditions of employment based on that individual’s race, sex, age, religion, color, national origin, disability, genetic information, marital status, veteran status, sexual orientation, gender identity or expression, housing status, or any other non-merit factor protected under state, local or federal laws. Equal Employment Opportunity applies to all personnel actions such as recruiting, hiring, compensation, benefits, promotions, training, transfer, termination, and opportunities for training. CFW is committed to a fair and equitable workplace where everyone is a respected and valued member of the team.
• For new employees starting work with the Foundation on or after October 1, 2021, COVID-19 vaccine documentation must be provided within two weeks after the start date. If you believe you qualify for an exception from the requirements of this policy, for medical reasons or sincerely held religious beliefs, you must provide a letter (on letterhead) from your doctor or clergy to the Human Resources Manager. The Foundation will explore potential reasonable accommodations for you that would not cause undue hardship to the Foundation. However, such reasonable accommodations are not required and cannot be guaranteed.

Qualifications:
• Passionately supports, understands, and can communicate the Foundation’s vision, mission, and principles.
• At least two years’ work experience, experience in nonprofit development preferred.
• Prior database and/or donor relations experience preferred.
• Experience working with annual funds, direct mail, and/or online giving a plus.
• Raiser’s Edge or donor database experience a plus.
• Excellent written and communication skills; command of grammar, spelling, punctuation and style.
• Strong research skills.
• Fastidious attention to detail.
• Ability to manage a number of projects simultaneously and meet deadlines.
• Computer literacy: Microsoft Suite including PowerPoint, Excel, Word.
• Efficient self-starter; takes initiative.
• Able to accept supervision and direction as required.
• Works effectively with all levels of staff; team player.
**Compensation:**
CFW offers a competitive compensation package for all positions. Comprehensive benefits package that includes: medical, dental, life, short and long-term insurance, long-term care insurance, 403B plan with match, vacation, paid leave, and sabbatical policies. Salary range is $40,000-$48,000.

**Application Process:**
Interested applicants should email a cover letter articulating how their skills and experience meet the responsibilities noted above with a resume to careers@cfw.org.

- Subject line should read: *Your Name + Development Associate*
- No phone calls please

CFW seeks to fill this position as soon as possible and will work actively to build a diverse pool of candidates.