Job Description: Program Officer, Collective Giving

Position: Program Officer, Collective Giving
Supervised by: Senior Program Officer
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 nonbinary 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 the 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 over $42 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 yields a shared power and holds itself accountable to racially oppressed groups to achieve its gender equity goal.

About the Program Officer, Collective Giving Position:

CFW is a leader in collective giving. The Program Officer provides leadership on collective giving and participatory grant making across CFW’s grant-making programs. The role builds the capacity of CFW and individuals to use community decision-making in funding determinations, leveraging the power of collective giving to invest in women, girls, trans* and gender non-binary people in Chicagoland with a gender and racial equity lens.

The Program Officer is responsible for guiding, supporting and expanding fundraising through the Giving Councils and Giving Circles (GC/C) of CFW in their efforts to invest annually; for cultivating a community of equitable and informed philanthropy; for building a network of ambassadors for gender and racial equity.
As an active member of the Program Team, the Program Officer supports the Foundation’s grantmaking and programming. The Program Officer works closely with volunteer members of the Giving Councils and Giving Circles, community members, Board members and others on staff at CFW to ensure quality programming that upholds the Foundation’s strategic priorities and reputation.

**How the Program Officer, Collective Giving Position Breaks Down:**

**Collective Giving Strategy (15%)**
- Develop and enhance the use of collective giving and participatory grantmaking strategies within Programs Department
- Review current efforts to identify areas of growth within the current Giving Council/Circles and other grantmaking programs in order to maintain CFW’s leadership in collective giving
- Research and identify policy developments and programmatic trends in collective giving and participatory grantmaking
- Work with Senior Program Officer, acting as a thought leader on Collective Giving strategies across CFW programming
- Work with the development team to identify areas of growth in fundraising

**Giving Councils and Circles Administration (75%)**
- Manage and support the strategy development and implementation; member recruitment and engagement; and grantmaking for the GC/Cs
- Provide membership administration and support in fundraising efforts
- Prepare members to actively participate in grantmaking through the CFW framework and that of their respective GC/C
- Create and coordinate training and educational opportunities for GC/Cs around collective giving, and gender and racial equity issues and strategies
- Partner with Finance and Development to manage and monitor budget, giving and grant making
- Build and maintain relationships with diverse communities across Chicagoland, engaging with current GC/Cs and identify communities and leaders interested in collective giving and equity
- Support GC/C in partnership with CFW communications department to deepen engagement with members and to inform the public about the impact of CFW’s GC/C and collective giving efforts
- Collect and analyze data about membership, education/training and grantmaking, and identify trends in the sector

**Other (10%)**
- 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
- Perform other duties as assigned by supervisor
Work Environment:

- This position operates primarily in an office environment that is accessible. Some work at off-site locations will be required and those may not necessarily be fully accessible.
- This role routinely uses standard office equipment such as computers, phones, photocopiers, scanners, and filing cabinets.
- Travel between the main office and other locations is required. Must possess a valid driver’s license.
- This position requires frequent evening hours and occasional weekend hours. Normal business hours are Monday through Friday 9:00am-5:00pm, which may be adjusted to reflect the evening and weekend hours required.
- Workplace is a smoke- and drug-free environment.
- May be asked to lift and/or move objects up to 25 pounds.
- 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.
- 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 accommodation is not required and cannot be guaranteed.

Qualifications:

- 5-7 years in non-profit field and knowledge of collective giving and participatory grant making strategies and approaches
- Demonstrated commitment to DEI
- Demonstrated ability to work effectively with volunteers (volunteer management)
- Demonstrated ability to manage individuals, teams and projects (project management)
- Ability to facilitate meetings, manage group dynamics, and drive consensus-based decision-making
- Experience in philanthropy and grantmaking
- Ability to handle sensitive and confidential information appropriately
- Excellent verbal, writing, analytical, listening and collaborative skills
- Excellent communications, interpersonal and relationship-building skills
• Working knowledge of grants management and donor databases management experience, including report querying and analysis
• Experience and familiarity with applying a racial and gender equity lens in grantmaking

Compensation:
CFW offers a competitive compensation package for all positions. Comprehensive benefits package includes: medical, dental, vision, life, short and long-term insurance, long-term care insurance, 403B plan with match, vacation, paid leave, and sabbatical policies. The salary is $65,000.

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 + Program Officer, Collective Giving
  • 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.