Job Description: Program Officer - Women’s Leadership Development

Position: Program Officer - Women’s Leadership Development
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 $45 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- Women’s Leadership Development Position

The Program Officer (PO) provides facilitation, coordination and community building for the Women’s Leadership Development programs of the Foundation. Chicago Foundation for Women believes that in order to achieve gender equity, The Foundation must also address all other intersections of identity, including race, gender expression, sexual orientation, ability, and ethnicity. Further, this portfolio has a unique opportunity to help inform organizational awareness of the complex issues impacting women, girls, and gender-expansive individuals of color and to apply these lessons throughout the fabric of The Foundation.
The Program Officer is responsible for the Willie’s Warriors Black Women’s Leadership program, Cultivate: Women of Color Leadership program and Board Member Boot Camp and Boot Camp Express. The successful candidate will build connections in the community to promote a shared understanding of community needs in order to equip participants as leaders in embedding equity in their social groups and institutions city-wide. This position includes working closely with other program staff to identify and build relationships and enhance the leadership development programs with community and participant input. Additional program activities include ongoing evaluation and building collaborative initiatives.

How the Program Officer Position Breaks Down:

**Willie’s Warriors Black Women’s Leadership Development Program (60%):**
Willie’s Warriors Black Women’s Leadership Development Program will not only ensure generations of new leaders who understand the impact and legacy of Rev. Willie T. Barrow, but it will also create new models of collaborative work and leadership centering black women.
- Develop and revise curriculum for Willie’s Warrior and act as main point of contact and coordinator for the Warriors, Alum, Advisory Board and contract/consultants
- Coordinator for Willies’ Warriors sessions
- Represent CFW in the community, and build community relationships

**Board Member Boot Camp and Boot Camp Express (20%):**
Board Boot Camp and Board Boot Camp Express will contribute to the deeper dialogue on gender equity by elevating the need for inclusion; within institutions and at all levels of decision making. Express programs will be marketed specifically to for-profit organizations and institutions interested in understanding non-profit board service.
- Develop board boot camp: design and update curriculum, recruit participants and trainers, manage workshops and continue to refine a system to match participants with grantee organizations.
- In partnership with CFW’s Development staff will coordinate/facilitate and customize Board Boot Camp Express, a non-profit board member training, for for-profit organizations.

**Cultivate: Women of Color Leadership (5%):**
Cultivate: Women of Color Leadership will add an important component to CFW’s overarching work of building a diverse, multi-sector, intergenerational network of individuals committed to working together to end gender bias in our region.
- PO will represent CFW within the funders’ collaborative and participate in ongoing learning
• In collaboration with other funder partners will develop annual curriculum, facilitate convenings for both current and alumni, develop and implement evaluation process and participate in any on-going development/evaluation of Cultivate 2.0 program model

Grant Making, Evaluation and other CFW Initiatives (15%):
• Develop and manage evaluation to analyze CFW’s work in achieving its intended impact for Willie’s Warriors, Cultivate and Board Boot Camp
• Keep abreast of current research, policy developments and programmatic trends regarding key issues facing women and girls and women’s leadership development, particularly through an equity lens.
• Participate in CFW’s General Grant Making
• Partner with Senior Program Officer and other program team members on CFW’s Special Initiatives

Other
• Attend and actively participate in required educational programs, departmental and staff meetings.
• Protect CFW’s values by keeping information confidential.
• Update knowledge by participating in educational opportunities, maintaining networks, participating in professional organizations.
• Perform other duties as assigned by the supervisor.

Work Environment
• This position operates primarily in an office environment that is accessible. Some work at off-site locations may be required which may not necessarily 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 handle or feel; and reach with hands and arms
• The employee may be asked to lift and/or move objects up to 25 pounds
• This position requires attendance during business hours from 9:00am to 5:00pm, Monday through Friday with 2 remote work days.
• The 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.

**Qualifications:**

- Demonstrated commitment to equity
- Ability to build and grow relationships in communities where CFW works
- Broad knowledge of the range of issues facing women and girls in Illinois and a demonstrated commitment to those issues
- Strong analytical skills
- Strong facilitation skills
- Experience in managing and developing program evaluations
- Experience with program recruitment
- Ability to provide leadership to new projects and current programs
- Excellent written and oral skills
- Ability to work on multiple tasks, prioritize and delegate work and meet deadlines
- Bachelor’s degree or equivalent experience preferred

**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, 403 (b) plan with an employer nonelective contribution, vacation, paid leave, and sabbatical policies. The salary will be commensurate with candidate experience, salary range $70,000 - $80,000.

**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 - Women’s Leadership Development
- Please, no phone calls

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