

Job Description: Collective Giving Intern

Position: Collective Giving Intern

Reports to: Program Officer, Collective Giving

Status: Part-time, Internship

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 \$50 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 is committed to becoming an anti-racist institution. CFW is committed to engaging in continual analysis and essential restructuring to ensure the Foundation's way of being is one that wields shared power and holds itself accountable to racially oppressed groups to achieve its gender equity goal.

About the Collective Giving Internship:

Collective giving brings people together to pool their resources, learn from and about their communities, and provide funding to partners in a particular issue area or community. These groups come in all shapes and sizes and can support nonprofits, projects and individuals. Giving circle members lead with their values, which is what unites the group.

Chicago Foundation for Women has a long history of hosting giving circles and councils (GCCs). In the course of 20 years of giving, GCCs have granted over \$1.8 million to more than 160 organizations. The most recent cycle wrapped up in June 2024 with 143 members.

Reporting to the Program Officer, Collective Giving, the Collective Giving Intern is responsible for providing administrative support and assisting with events for the Giving Circles and Councils of Chicago Foundation for Women.

Responsibilities:

- Assist with planning and execution of events, including but not limited to event setup/teardown, registration and co-manage logistics during events, including troubleshooting and problem-solving.
- Support with the creation of collateral for events such as sponsorship packets for the LGBTQ Giving Council's International Women's Day Dance, surveys, and more.
- Perform administrative duties related to event planning, such as data-entry and maintaining event records as well as processing invoices and expenses.
- Support with GCC member recruitment and engagement by providing membership administration.
- Attend meetings, and provide support by preparing meeting agendas, taking notes, and assisting with follow-up tasks.
- Protect CFW's value by keeping information confidential.
- Regular evening and weekend hours are required – most events take place outside of typical working hours.
- Perform other duties as assigned.

Work Environment:

- This position operates in an office environment that is accessible. Some work at off-site locations may be required, and those may not necessarily be fully accessible.
- This role routinely uses standard office equipment such as computers, phones, photocopiers, video conferencing services, scanners, and filing cabinets.
- Travel between the office and other locations may be 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.

Qualifications:

- Current enrollment in or recent graduate from a college/university program in Nonprofit Management, Public Administration, or related field
- Excellent communication and interpersonal skills
- Strong attention to details and follow-through
- Solid organizational and time management skills, ability to multi-task

- Works effectively with all levels of staff and volunteers; team player
- Flexible and adaptable style
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and Google Workspace (Docs, Sheets, Slides)
- Passion for CFW's mission

Compensation:

Paid internship of \$20 per hour, approximately 15-20 hours per week from December 2024 to June 30, 2025.

Application Process:

Please submit a resume to careers@cfw.org, and within the email explain your interest in the internship and how your skills/experiences align with the mission of Chicago Foundation for Women.