

Job Description: Officer, Corporate and Foundation Relations

Position: Officer, Corporate and Foundation Relations
Reports to: Director of Donor and Community Engagement
Status: Full-time, exempt, salaried

Our Organization:

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 Position:

The Officer, Corporate and Foundation Relations is responsible for building and maintaining relationships with corporations and foundations to support Chicago Foundation for Women's mission. The Officer is an integral part of the development team, responsible for driving revenue, cultivating new corporate and foundation partnerships, and managing a portfolio of current corporate partners and donors. This position will also work with Board committees to build the corporate and foundation prospect pipeline and to identify prospective board members with strong corporate and/or foundation relationships.

**Position Break Down:
Grow Revenue (70%)**

- Manage and grow the portfolio of corporate and foundation partnerships for programs, grantmaking and general operating needs in alignment with CFW's strategic plan.
- Manage the grants calendar, reporting requirements, and reconcile monthly with finance on grant restrictions.
- Produce comprehensive, compelling, and detailed proposals, grant applications and reports about the impact of CFW's programs and grantmaking to partners in a timely manner.
- Develop and maintain external relationships to facilitate new opportunities and strengthen CFW's connections within the funding community.
- Partner with the Director of Donor and Community Engagement and colleagues in the Program Department to design and execute meaningful engagement and/or volunteer opportunities for stakeholders with the goal of deepening funding relationships.
- Support the execution of the Annual Luncheon and other major fundraising events by developing compelling proposals best serving the donor as well as the revenue strategy of the Foundation. Collaborate with Director of Donor and Community Engagement to determine appropriate sponsor benefits and monitor the receipt of benefits.
- Attend meetings and site visits with prospective and current funders as required; represent CFW at external events and briefings where CFW should have a voice.
- Ensure executive readiness for foundation engagement opportunities by making key relationship assignments, preparing foundation briefings with moves management plans, and capturing all notes in Raiser's Edge and in debrief materials.
- Work with Board members, President/CEO, Director of Donor and Community Engagement on strategy and solicitations.
- Actively record and upload activities into Raiser's Edge for all assigned foundations.

Research and Stewardship (20%)

- Partner with Marketing and Communications on the production of the Annual Report by providing written narrative on CFW's accomplishments.
- Working with the Development Team, actively participate in idea generation for creative fundraising, cultivation, and stewardship pieces, including prestige development marketing pieces.
- Conduct prospect research on corporations and foundations capable of leveraging support for CFW.

Other (10%)

- Attend and actively participate in required CFW events, 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.

Work Environment:

- This position requires attendance during business hours - 9:00am to 5:00pm, Monday through Friday with 2 remote workdays.
- Occasional night and weekend hours are required to attend and assist at Foundation events or potential funder meetings and events.
- This position operates primarily 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, scanners, and filing cabinets.
- The employee may be asked to lift and/or move objects up to 25 pounds.
- Travel between the primary 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:

- 3-5 years' experience in nonprofit development and fundraising, corporate engagement, or relevant experience.
- Superior relationship-building and interpersonal skills which enable rapport-building with internal and external stakeholders.
- Excellent verbal and written communication skills.
- Experience engaging with a variety of internal and external stakeholders.
- Knowledge of nonprofit fundraising best practices and various forms of development solicitation practices, including events, corporate partnerships, cause marketing, and major gift solicitation.
- Grant writing and time management skills required.
- Ability to manage confidential matters with utmost integrity.
- Proficient with Microsoft Office Suite and Raiser's Edge, preferred.
- Passion for CFW's mission.

Compensation:

CFW offers a competitive compensation package for all positions. Comprehensive benefits package includes medical, dental, vision, life, short and long-term disability insurance, long-term care insurance, and 403 (b) plan with an employer nonelective contribution. CFW provides: 10 vacation days, 12 sick days, 3 personal days, 2 floating holidays, 12 organizational holidays, and two remote days per week. CFW also has paid leave and sabbatical policies and offers professional development/membership opportunities. The salary will be commensurate with candidate experience, the salary range is \$80,000- \$85,000.

Application Process:

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

- Subject line should read: Your Name + Officer, Corporate and Foundation Relations
- 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.