



Position Title: **DEVELOPMENT ASSOCIATE**

Preferred Start: June 2022

Location: Chicago, IL

Role Type: Hybrid In-person / Remote

How to Apply

To apply, please email your resume and a cover letter to careers@hopechicago.org.

About Hope Chicago

Launched in 2021, Hope Chicago is a new, non-profit seeking to reduce economic and social inequity by providing access to debt-free higher education for Chicago public school students and their adult family members. Hope Chicago's unique two-generation approach is modeled after a similar program in Toledo pioneered by Hope Chicago co-founder Pete Kadens. By lifting up families, in addition to students, Hope Chicago aims to accelerate economic and social progress and the rebirth and restoration of Chicago communities.

Focused on providing access, Hope Chicago funds post-secondary scholarships for Chicago public school graduates and an adult family member to attend 4-year, 2-year or credentialing programs. Hope Chicago's holistic approach also provides for students' non-tuition costs like room and board, books, fees, and transportation, and supports scholars with wraparound support from local and national partner organizations. All students in Hope Chicago's partner high schools are eligible. More information about Hope Chicago is available at www.hopechicago.org.

About the Role

Hope Chicago is seeking a Development Associate to support a growing fundraising team by coordinating, tracking and informing all of its development activities. This is primarily an internal facing position reporting to the Managing Director of Development. This position will play a key role in the execution of the annual fundraising strategy to raise \$100M.

A successful candidate must exhibit a passion for and commitment to equitable access to learning opportunities for young people and adults alike, with a particular focus on communities that have been underestimated and lacked investment. The Development Associate must be driven toward action, and have the highest standards of quality and attention to detail in their work.

Key Responsibilities

The Development Associate will:

- Work in partnership with the Managing Director of Development and Development Manager(2) to develop a grants calendar and enhance the prospecting model by regularly reviewing resources for individual, public and private funding, including grant opportunities;

- Maintain accurate and up-to-date donor records and campaign activity in Salesforce, assist with developing engagement plans and tracking touch points, and administer donor and foundation relations data dashboards/reports;
- Research prospective funders and RFPs for mission alignment and create recommendations on paths forward;
- Lead Hope Chicago's strategy and solicitation of in-kind donations and services;
- Write and edit letters of inquiry and grant proposals, grant reports, acknowledgement letters, and other donor communication;
- Coordinate day-to-day activities related to grants and ensure compliance with internal and external policies and procedures;
- Monitor grant life reporting requirements and ensure that reports are submitted in timely manner;
- In partnership with the Chief Financial and Operations Officer, develop forms, processes, procedures, and policies for the purpose of implementing a consistent development reporting, and grant application and management methodology;
- Assist in the planning and implementation of fundraising events; and
- Perform other duties, as assigned.

Qualifications and Competencies

Exceptional candidates will:

- Hold a bachelor's degree;
- Possess a minimum of 2 years of relevant experience, preferably in a direct-service nonprofit organization or foundation; grants management experience is a plus;
- Have strong interest in non-profit development, particularly in the areas of donor management and grant writing;
- Demonstrate exceptional verbal and written communication skills, including excellent spelling, grammar, and editing skills; .
- Be able to synthesize complex information into persuasive, targeted content that closely follows proposal guidelines and funder guidance;
- Have a keen attention to detail, strong organizational skills, and the ability to manage multiple projects concurrently with high quality;
- Exhibit an entrepreneurial drive, with the ability to work cooperatively as part of a team, showing grace and willingness to help;
- Seek feedback and learning opportunities whenever possible; and
- Enjoy dynamic, fast-paced, and collaborative work.

Compensation

Salary is competitive, and commensurate with experience. Hope Chicago offers full medical, dental and vision benefits, 401(k) with employer match, and generous paid time off.

Hope Chicago is a tax-exempt 501(c)(3) organization, and values its diverse and inclusive workplace. We do not discriminate on the basis of race, religion, gender identity or expression,

age, sexual orientation, national origin, or marital status, and are committed to a welcoming, respectful environment for all who work for and engage with Hope Chicago.