When all of Chicago’s neighborhoods thrive, the City works better for everyone. We believe residents and families succeed when they live in strong, supportive, and vibrant communities. Yet many of Chicago's Black and Brown neighborhoods have experienced decades of systemic disinvestment. We’re committed to working with community partners to help change that.
Background
Since the foundation's inception more than 20 years ago, we have worked to increase opportunity by investing in community-led initiatives and civic institutions throughout Chicago, especially on the South and West sides. Pritzker Traubert Foundation has more than tripled its financial commitment to Chicago over the last ten years. We are proud to have committed more than $100 million to building a more prosperous and inclusive city.

Our Community Development portfolio supports community-led efforts to promote economic and community growth through investments in local leaders and catalytic development projects.
The Role

Reporting to the Director of Community Investment, the Community Investment Program Manager is responsible for supporting the overall Community Investment portfolio, which is committed to equitable community development initiatives in the city of Chicago. A large part of the role is focused on the Chicago Prize and requires managing relationships with Chicago Prize grantees and supporting community leaders as they move their real estate development initiatives to completion. A successful candidate is deeply committed to racial equity, economic opportunity, and compelled by the knowledge that talented people continue to be systematically excluded due to their race, community, and life circumstances.

The candidate will have deep passion for this work, project management capacities, a working understanding of community development and real estate development issues. The candidate will have a track record of continuous curiosity and learning. They will be adaptive, flexible, and a creative problem solver with comfort serving in a visible role.
Managing the Chicago Prize grantees relationships and project progress (50%)
• Providing continued oversight to the relationship with the $10M Chicago Prize recipient and other Chicago Prize matching fund grantees. This includes facilitating regular check-ins to support project progress, conducting site visits, making connections to other funding sources, and supporting grantees as they troubleshoot real estate development issues.
• Managing grant agreements for Chicago Prize awardees in partnership with our internal RFP review team and legal consultants.
• Working with our technical assistance consultants (e.g., Relationship Coach, Learning Agenda partner) for multiple Chicago Prize award cycles.
• Identifying and executing on opportunities to promote and celebrate the work of Chicago Prize grantees. This could include organizing site visits, bus tours, panels showcases, etc.
• Documenting and supporting communication efforts around the Chicago Prize, highlighting successes, challenges, and using the Learning Agenda to form and tell a larger story around the Chicago Prize.
• Representing PTF by presenting at key tables, forums, and conferences, as needed.

Supporting the Chicago Prize application and diligence process (35%)
• Supporting the management of the Chicago Prize process to ensure that the process runs smoothly, and strong grantees are identified and funded.
• Supporting the diligence process of Chicago Prize applicants. This may include conducting research and analysis of organizations, community indicators, and economic impact, as well as conducting applicant interviews, and creating decks for the Selection Committee.

Supporting other areas of PTF work and grantmaking (15%)
• Supporting the communication strategy to build on the Foundation’s mission and the Chicago Prize work
• Participating in strengthening the PTF brand and overall investment strategies
• Supporting additional investment opportunities as directed by the President
• Keep abreast of emerging practices and trends in philanthropy
What Success In One Year Will Look Like

• Successful management of (2) Chicago Prize winners and (7-9) other matching grant recipients
• Development and execution of grant agreements as needed for Chicago Prize grant recipients
• Supporting the launch and administration of the third cycle of Chicago Prize
• Organizing 2-3 opportunities to communicate and showcase Chicago Prize grantees (e.g., presentations, panels, bus tours, etc.)
• Building relationships with other stakeholders to leverage and increase impact in the community investment area, especially around the launch and administration of the third cycle of the Chicago Prize
**Required Qualifications**

- Minimum four years’ relevant experience in community development, real estate development, project management, or finance, consulting, and/or philanthropy. Previous role profiles could include community development/real estate practitioners, social impact consultants, non-profit program directors, and/or philanthropic consultants.
- Demonstrated experience managing complex projects with diverse teams and ability to effectively prioritize multiple tasks and meet deadlines
- Ability to work and cultivate relationships with diverse constituencies, including employers, non-profit and community leaders, and political leaders.
- Track record of exercising sound judgment, humility, courteousness, and reliability.
- Ability to work on a small team
- Outstanding written and verbal communication skills
- Strong interpersonal, relational, and presentational skills
- An outcome-focused approach that is informed, data-driven, and empathetic
- Proficient practice with issues of diversity, specifically around race, class, gender, ability, and equity in the workplace
- Professional technology skills, including Microsoft Office Suite 365, Google Suite, Zoom, Salesforce, other online/virtual training and meeting platforms

**Desired Qualifications**

- Experience and knowledge of real estate development and finance and ideally some knowledge of governmental funding mechanisms (NMTC, LIHTC, etc.)
- Experience working with community-based organizations in Chicago
- Knowledge of the real estate development process in Chicago and land use policies
- Experience working with social media, websites, and other communication tools.

We don’t expect any one candidate to possess all these skills, so we encourage you to apply even if you aren’t sure that you meet all the qualifications. We are interested in identifying candidates that best fit our needs, can fit within our team and enhance existing skill sets.
TRAVEL, WORK SCHEDULE, AND PHYSICAL REQUIREMENTS

Hybrid in office work schedule to the PTF Office at 444 W. Lake, Chicago (3 in office (M/W/Th) /2 remote)
Periodic travel to Chicago-area grantee and partner sites

COMPENSATION AND BENEFITS

- $100,000 - 140,000 commensurate with experience. Opportunity for annualized performance bonus.

Comprehensive benefits, including:
- Paid time off including: 15 vacation days, 2 personal days, 5 sick days, and 9 paid holidays
- Additionally, the PTF office is closed between the week between Christmas and New Year's Day. Any necessary work can be done remotely.
- Comprehensive medical, dental, and vision plans—Long-term disability, life, and AD&D insurance provided
- Other benefits include healthcare and dependent care FSAs, transit, and 401k plans as well as access to gym on-site
- $10,000 discretionary giving to approved 501©3s offered after first year

TO APPLY

We are expecting many applicants for this position and encourage interested candidates to apply early.

Since strong writing skills are essential to the success of this role, we request one to two writing samples, both of which should be able to be reviewed in a reasonable amount of time. Either or both samples can be excerpts of a larger sample as long as they are less than two pages.

To apply, submit your cover letter, resume, and writing sample to debbie@noeticexsearch.com.

The Pritzker Traubert Foundation is an equal opportunity employer. We encourage applications from all individuals regardless of age, gender, race, ethnicity, religion, or sexual orientation, and evaluate all candidates based on merit.