



CHICAGO FOUNDATION FOR WOMEN

MANAGER OF CORPORATE AND FOUNDATION RELATIONS

FOR BEST CONSIDERATION, PLEASE APPLY BY MARCH 30, 2021.

ABOUT CHICAGO FOUNDATION FOR WOMEN

Chicago Foundation for Women (CFW) invests in women and girls as catalysts, building strong communities for all. CFW funds organizations working to solve the biggest problems facing women and girls: economic insecurity, violence, and lack of access to health care and information. In addition to grantmaking, CFW invests in developing women leaders and advocates, and brings together diverse coalitions to collaborate, share resources and develop solutions. Since its founding in 1985, CFW has invested over \$40 million in organizations supporting women, girls, trans, and gender non-binary people across the Chicago metropolitan region.

ABOUT THE OPPORTUNITY

The Manager of Corporate and Foundation Relations will support institutional fundraising efforts, which currently represent approximately \$1 million of CFW's \$4 million budget with plans to grow. The Manager of Corporate and Foundation Relations is responsible for planning and executing strategies to secure financial support from foundation, corporate, business, and organizational donors to advance Chicago Foundation for Women's mission. The Manager is a core part of the development team, and partners closely with staff throughout the organization to translate program goals and objectives into revenue-driving concepts. The Manager of Corporate and Foundation Relations partners with the Chief Development Officer (CDO) to develop cultivation, solicitation and stewardship strategies to grow revenue in support of the health, safety and economic security of Chicago-area women and girls.

ESSENTIAL RESPONSIBILITIES AND FUNCTIONS

- Identify, cultivate, solicit, secure, recognize, and steward an active portfolio of 50-75 institutional donors as part of Chicago Foundation for Women's growing development program.

- Partner with the CDO to develop a strategic revenue plan for a more ambitious institutional giving program in support of CFW's strategic plan.
- Work with the Development Associate to develop compelling proposals and reports about the impact of CFW's programs, advocacy, and grantmaking.
- Lead the development and execution of targeted stewardship strategies for existing donors and cultivation strategies for new institutional donors.
- Market, manage and oversee CFW's Nonprofit Board Boot Camp "Express" earned income strategy, partnering with corporations to bring nonprofit board preparedness training to their employees. In close collaboration with the Associate Program Officer for Women's Leadership Development, develop a strategy for Boot Camp Express program growth and sustainability.
- Partner with CDO and colleagues in the Program Department to design and execute meaningful engagement and/or volunteer opportunities for corporate stakeholders with the goal of deepening corporate funding relationships.
- Support the execution of Chicago Foundation for Women's Annual Luncheon and other major fundraising events by developing compelling corporate proposals best serving the corporation as well as the revenue strategy of the Foundation. Work closely with the Manager of Special Events to determine appropriate sponsor benefits and monitor the receipt of benefits.
- Attend meetings and site visits with prospective and current institutional funders as required; represent CFW at external events, briefings and other collaborative tables where CFW should have a voice.
- Effectively manage and support the participation of senior leaders and program staff in program fundraising, including cultivation and stewardship of donors to their programs.
- Actively research and identify potential institutional funders based on CFW's organizational priorities and unfunded needs; Proactively approach potential institutional funders to establish new relationships and strengthen CFW's connections within the institutional funding community.
- Manage the responsible stewardship of grants, including gift acknowledgements, the interpretation of terms and budget tracking, and reporting requirements.
- Maintain data for assigned portfolio(s) in the Raiser's Edge database, including contact reports, proposals, and other stewardship activities.
- Interface and work professionally with a diverse community of stakeholders, contributors, partners and staff.

- Attend and actively participate in required 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 by your supervisor

WORK ENVIRONMENT

- This position operates primarily in an office environment that is 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 generally works in the office from 9:00 AM – 5:00 PM.
- Occasional night and weekend hours are required a few times a year to attend and assist at Foundation events.
- The workplace is a smoke- and drug-free environment.

ESSENTIAL QUALIFICATIONS

- Passionately supports, understands and can communicate The Foundation's mission
- Minimum 3 years of experience with demonstrated success in fundraising, external relations, corporate marketing, business development or related fields
- Excellent written and verbal communication skills
- Demonstrated expertise interacting with executive-level volunteers and corporate/foundation representatives
- Sincere commitment to work collaboratively with all constituent groups, including staff across multiple departments, board members, donors, foundation grantees, and other supporters

- Experience with how to connect diversity, equity, accessibility and inclusion values with fundraising strategies
- In-depth knowledge of corporate/foundation philanthropy process
- Understanding of institutional donor prospect research and strategy
- Ability to manage multiple projects and meet short deadlines
- Ability to think creatively and problem solve
- Experience with Raiser's Edge a plus

COMPENSATION AND BENEFITS

The salary for the Manager of Corporate and Foundation Relations position is \$65,000, depending on experience, plus benefits.

HOW TO APPLY

Chicago Foundation for Women has retained Morten Group, LLC to conduct this search.

Applicants should email a cover letter and resume in PDF format to executivesearch@mortengroup.com with the subject line "Chicago Foundation for Women – Manager of Corporate and Foundation Relations Search." Cover letters will be evaluated as a writing sample and should include the applicant's salary requirements. Application materials must be directed to the email address above. No phone calls, please. For best consideration, applications should be received by March 30, 2021. Applications will be accepted until the position is filled.

Chicago Foundation for Women 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.