



CHICAGO FOUNDATION FOR WOMEN

PROGRAM OFFICER – WOMEN’S LEADERSHIP DEVELOPMENT

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

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 non-binary 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 community to achieve true equity.

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.

ABOUT THE OPPORTUNITY

The Program Officer (PO) provides facilitation, coordination and community building for the Women’s Leadership Development programs of the Foundation. Chicago Foundation for Women believes that in order to achieve gender equity, the Foundation must also address all other intersections of identity, including race, gender expression, sexual orientation, ability, and ethnicity. Further, this portfolio has a unique opportunity to help inform organizational awareness of the complex issues impacting women, girls, and gender-expansive individuals of color and to apply these lessons throughout the fabric of the Foundation.

The Program Officer is responsible for the Willie’s Warriors Black Women’s Leadership program, Cultivate: Women of Color Leadership program and Board Member Boot Camp and Boot Camp Express. The successful candidate will build connections in the community to promote a shared understanding of community needs in order to equip participants as leaders in embedding equity in their social groups and institutions city-wide. This position includes working closely with other program staff to identify and build relationships, and to enhance the leadership development programs with community

and participant input. Additional program activities include ongoing evaluation and building collaborative initiatives. The Program officer works closely with the Foundation's President and Senior Program Officer.

ESSENTIAL RESPONSIBILITIES AND FUNCTIONS

WILLIE'S WARRIORS BLACK WOMEN'S LEADERSHIP DEVELOPMENT PROGRAM

Willie's Warriors Black Women's Leadership Development Program will not only ensure generations of new leaders who understand the impact and legacy of Rev. Willie T. Barrow, but it will also create new models of collaborative work and leadership centering black women.

- Develop and revise curriculum for Willie's Warrior and act as main point of contact and coordinator for the Warriors, Alum, Advisory Board and contract/consultants.
- Facilitator for Willies' Warriors sessions
- Represent CFW in the community and build community relationships.

CULTIVATE: WOMEN OF COLOR LEADERSHIP

Cultivate: Women of Color Leadership will add an important component to CFW's overarching work of building a diverse, multi-sector, intergenerational network of individuals committed to working together to end gender bias in our region.

- PO will represent CFW within the funders' collaborative and participate in on-going learning.
- In collaboration with other funder partners will develop annual curriculum, facilitate convenings for both current and alumni, develop and implement evaluation process and participate in any on-going development/evaluation of Cultivate 2.0 program model.

BOARD MEMBER BOOT CAMP AND BOOT CAMP EXPRESS

Board Boot Camp and Board Boot Camp Express will contribute to the deeper dialogue on gender rights by elevating the need for inclusion; within institutions and at all levels of decision making. Express programs will be marketed specifically to for-profit organizations and institutions interested in understanding non-profit board service.

- Develop board boot camp: design and update curriculum, recruit participants and trainers, manage workshops and continue to refine a system to match participants with grantee organizations.

- In partnership with other CFW staff will coordinate and customize Board Boot Camp Express, a non-profit board member training, for for-profit organizations.

ADMINISTRATION AND EVALUATION

- Develop and manage evaluation to analyze CFW's work in achieving its intended impact for Willie's Warriors, Cultivate and Board Boot Camp.
- Keep abreast of current research, policy developments and programmatic trends regarding key issues facing women and girls and women's leadership development, particularly through an equity lens.

OTHER

- Attend and actively participate in required educational programs, departmental and staff meetings.
- Protect CFW's values by keeping information confidential.
- Update knowledge by participating in educational opportunities; maintaining networks; participating in professional organizations.
- Perform other duties as assigned by the 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

- Demonstrated commitment to equity
- Ability to build and grow relationships in communities where CFW works

- Broad knowledge of the range of issues facing women and girls in Illinois and a demonstrated commitment to those issues
- Experience with implementation of diversity, equity, accessibility and inclusion values in programming efforts
- Strong analytical skills
- Experience in managing and developing program evaluations
- Ability to provide leadership to new projects and current programs
- Excellent written and oral skills
- Ability to work on multiple tasks, prioritize and delegate work and meet deadlines
- Bachelor's degree or equivalent experience preferred

COMPENSATION AND BENEFITS

The salary for the Program Officer – Women's Leadership Development is \$65,000 - \$75,000, 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 – Program Officer Search." Cover letters will be evaluated as a writing sample and should include the applicant's salary/hourly rate 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.