

**COMMUNITY FOUNDATION OF NORTHERN ILLINOIS
JOB DESCRIPTION**

PROGRAM & DEVELOPMENT ASSOCIATE

Reports To: Vice President of Programs & Community Investment

Work Week: 40 Hours/Week

Primary Purpose

The Program & Development Associate will work closely with both the Programs and Development departments to provide cross-functional support for their primary activities. The successful candidate will be highly detail-oriented, skilled at managing multiple competing priorities at once, comfortable interacting with the public, and able to work collaboratively to assure the Foundation effectively meets its goals.

Principal Duties and Responsibilities

Development Department Support (50%)

- Manage the Donor Advised Fund process, serving as the primary contact for fundholders, processing grant requests, and maintaining records
- Manage all CFNIL social media channels, under the supervision of the Engagement Director. Design posts, monitor comments and other engagement, and assist with targeted and routinized communications.
- Support donor service functions, such as new donor intake, maintaining fund records, monitoring obituaries, and other administrative tasks
- Assist with event logistics
- Manage the ScholarshipsNI.com website
- Assist with other Development department functions as needed

Program Department Support (25%)

- Assist with the Scholarship Process
 - Provide first-line customer service, responding to user questions and triaging when appropriate
 - Manage paperwork and documentation related to scholarships, both paper and digital
 - Coordinate large team of volunteer reviewers: scheduling meetings and trainings, tracking recruitment and attendance, and maintaining records
 - Schedule school visits, workshops, and meetings with community stakeholders to promote the scholarship program
 - Facilitate ad hoc scholarship processes and off-cycle applications
- Support In Youth We Trust
 - Attend all meetings (one Saturday per month during the school year) and assist the Program Coordinator as needed
 - Serve as primary contact for Councilors, managing attendance, council communications, etc.
- Assist with other Program department functions as needed (application screening and review, meeting coordination, etc.)

Administrative Support (25%)

- Help with office reception, greeting visitors and answering phones
- Serve as backstop for all paperwork, cleaning up existing files and doing regular database maintenance
- Assist all departments with the creation and maintenance of procedures and work instructions
- Assist VP of Programs with the Fund Audit process, tracking tasks and ensuring that all paperwork is complete

Core Competencies:

- Highly organized and detail-oriented, with the ability to follow processes and tasks through to completion with minimal oversight
- Ability to manage multiple tasks simultaneously and balance competing priorities.
- Be a self-starter who can identify problems and opportunities for improvement, as well as create and implement solutions.
- Ability to work within a team and/or independently as necessary
- Ability to write and speak clearly.
- High level of proficiency with Microsoft Office suite - Word, Excel, PowerPoint, and Outlook
- Ability to work with objectivity and confidentiality
- Strong customer service skills
- Ability to master and troubleshoot CFNIL's software (Foundant Scholarship Lifecycle Manager and CommunitySuite). Prior database management experience is a plus.
- Ability to manage relationships and communicate with a wide variety of constituents, including scholarship and grant applicants, donors, volunteers, and students.
- Experience managing a variety of social media platforms (Facebook, Twitter, Instagram) in a professional setting; Canva experience preferred.

Requirements:

- Experience using business software applications to track constituents and process transactions. Familiarity with the nonprofit sector a plus.
- The position requires the use of standard business equipment including computers, copiers, printers, and mailing equipment.
- The ability to occasionally work on nights and weekends.

Compensation & Benefits

- Salary for this position is \$40,000-\$45,000 annually. CFNIL offers a competitive benefits package, including medical, dental, vision, and disability insurance as well as the ability to participate in an employer sponsored retirement program and accrue time off. This position is primarily in-office, with some opportunity for hybrid or flexible work schedules.

To apply, email a resume and cover letter to Sarah Lambert at jobs@cfnil.org.

Please follow us on [Facebook](#), [Twitter](#), and [sign up for our e-newsletter](#) to receive the latest information on openings.

The Community Foundation of Northern Illinois is an equal opportunity employer.