

**COMMUNITY FOUNDATION OF NORTHERN ILLINOIS
JOB DESCRIPTION**

IN YOUTH WE TRUST LIAISON

Reports To: Vice President of Finance and Administration

Work Week: Up to 30 hours/month

Primary Purpose

The In Youth We Trust Liaison is responsible for managing all aspects of the In Youth We Trust youth grantmaking program. This includes recruiting members, developing the curriculum, overseeing meetings, and ensuring a successful grantmaking cycle. In Youth We Trust consists of 20-25 high school students from through CFNIL's service area who meet monthly to learn about philanthropy and run their own grants process for youth-led, youth-serving community projects.

Principal Duties and Responsibilities

- Recruit and maintain a diverse group of IYWT council members and IYWT adult advisors.
- Develop program curriculum that engages council members in thoughtful, active grantmaking processes that reflect current philanthropic best practices and encourage council members to think critically about topics like power dynamics, equity, and impact.
- Communicate regularly with council members through email and GroupMe.
- Plan and conduct monthly Saturday meetings.
- Assist the Council with building, evaluating, and marketing the IYWT grant application.
- Aid grantseekers in troubleshooting the application and any questions that arise.
- Work with council members to schedule volunteer opportunities and site visits, if appropriate.
- Collaborate with the Engagement Officer on a yearly marketing strategy for IYWT.
- Plan and coordinate the IYWT Grant Reception with the council members.
- Work with Grants Department staff to process and track IYWT grants.

Compensation

Compensation for this position is \$18-\$20/hour for up to 30 hours per month.

To apply, email a resume and cover letter to Shannon Gustafson at sgustafson@cfnil.org.

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