

Civic Federation Job Opportunity

Administrative and Development Associate

The Civic Federation is an independent, non-partisan government research organization that provides robust and objective fiscal analysis, recommendations, and oversight for the benefit of civic and business leaders, the media, and the general public in Chicago and the State of Illinois. Founded in 1894 to address deep concerns about the city's economic and political climate at the turn of the century, the Federation has been a civic leader in Chicago and Illinois for over 130 years. The organization's vision is that all residents and leaders in Illinois and the Chicago region are empowered with the education, insights, and research-based analysis to effectively advocate for and promote sound government practices and policies.

In early 2024, shortly after the appointment of a new President, the Federation launched a strategic planning process with the objective of developing a vision for the organization's future. The finalized [Strategic Plan](#) committed us to broaden, deepen and diversify the funding strategy in order to meet the increasing need and demand for its work and sustain and grow Federation-capacity in the future. This requires exploration of and implementation of funding strategies, grounded by best practices, beyond what the organization has been doing for over 20 years. The Federation is a legacy organization that values its history, and is now in a position to significantly grow the supporter base to strengthen and scale our research, community engagement, and impact.

Please visit civicrofed.org for more information.

Position: Administrative and Development Associate

The Administrative and Development Associate is a critical position for the organization's daily operations and engagement infrastructure, responsible for supporting projects across all departments in a rapid-moving environment with scheduling and logistical demands. This role supports multiple areas of work and collaborates across teams, reporting to the Director of Development.

This role requires a highly organized, self-motivated, detail-oriented, and communicative individual who works well in a fast-paced environment with a small team. This role will quickly learn existing systems and processes and won't hesitate to ask questions and point out areas for organizational growth. This role also requires occasional attendance and work outside of regular office hours and flexibility to adjust and adapt to real-time changes and needs.

Responsibilities

Development

- Coordinate logistics for fundraising and member events: registration set-up, RSVP tracking, vendor coordination, nametags/materials, day-of support

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- Support sponsorship stewardship, including managing corporate sponsorship grants processes
- Support member/donor stewardship by scheduling meetings and facilitating follow up as needed
- Support member communications by drafting and scheduling regular member updates and updating distribution lists
- Support CRM (DonorPerfect) management, including data entry and hygiene (contacts, pledges, gifts, notes, reports) and generate lists for outreach.
- Coordinate grants administration logistics: manage the grants inbox, maintain grants calendar, assemble attachments/portals as directed

Programming and Governance Logistics Support

- Schedule President speaking opportunities and maintain central speaking tracker.
- Provide logistical support for member programming and research advisory committee meetings
- Support governance (Board of Directors and governance committees) meetings

Operations and Administration

- Administer organizational calendar, including staff meetings, holidays, and other organizational events
- Administer Civic Federation general email account, triage inquiries, and route to staff; track follow-ups
- Provide administrative and operational support
- Coordinate office supply inventory and vendor relations
- Support Finance & HR administration such as invoice routing, expense receipt collection, time sheet reminders, and onboarding/offboarding checklists

Qualifications

- Interest in nonprofit management
- Exceptional verbal and written communication skills with great attention to detail and ability to self-edit
- Proactive and self-motivated
- Ability to work under pressure and tight deadlines
- Experience with team and collaborative work environments
- Experience in event planning/scheduling/logistics and administrative coordination. a plus
- Experience with project management
- Proficient using online constituent, video conference, and mailing platforms (Donor Perfect, Zoom, and Constant Contact)
- Proficient in Microsoft 365 applications (Outlook, Teams, Word, Excel, PowerPoint, SharePoint)

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- Bachelor's degree or a combination of education and experience
- Experience with nonprofit organizations a plus

Compensation and Benefits

Competitive salary depending on experience and qualifications, ranging from \$55,000-60,000. This is a full-time hybrid position (in office four days per week), Monday through Friday, with generous vacation and benefits package.

To Apply

Please submit a resume, cover letter, three references, and a writing sample (up to 5 pages) with the subject line referencing the position. Applications will be reviewed on a rolling basis. Send applications to civicrofed@civicrofed.org (no phone calls please).