

Civic Federation Job Opportunity

Community Engagement and Partnerships 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 Reimagine Engagement to meet the needs of new and expanded audiences and Amplify Our Voice to further the Civic Federation's reach and impact. This past year, we have expanded our communications, programming, and engagement capacity to strengthen connections with our members, the broader civic community, and the public. We have deepened member engagement through exclusive programming, expanded reach and dialogue on social media, and built new partnerships. We are now looking to make our work more accessible, expand our capacity for partnerships and coalitions, and grow our public events series, all to elevate the Federation's visibility, impact, and role as a trusted voice in civic and fiscal policy.

Please visit civiced.org for more information.

Position: Community Engagement and Partnerships Associate

The Community Engagement and Partnerships Associate is a new role that will be critical to building and expanding the Civic Federation's partnerships and community engagement work—a major area of growth identified in our Strategic Plan.

This position will play a central role in formalizing and deepening partnerships, building coalitions, expanding public programming, and advancing accessible communications that strengthen the Federation's reach and impact. Reporting to the Director of Program and Strategy and working closely with the Policy and Research team, this is an opportunity to help design and grow our engagement work from the ground up—building the systems, relationships, and programs that will shape how the Civic Federation connects with the broader civic community.

We are looking for someone who wants to grow with us and is excited about our vision to empower residents in Illinois and the Chicago region with the education, insights, and fact-based research to effectively advocate for and promote sound government practices and

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policies. The ideal candidate is creative, organized, communicative, and energized by connecting people, ideas, and organizations in pursuit of better government.

This role supports multiple areas across Research and Policy, Communications, and Programming, and requires flexibility, curiosity, and an ability to thrive in a fast-paced environment. 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

Partnerships – Research and Policy

- Develop a working understanding of the Federation’s research and policy priorities to support effective outreach, convening, and collaboration.
- Collaborate with leadership to sustain and expand partnerships with civic, nonprofit, business, academic, and community-based organizations that expand the reach, diversity, and impact of the Federation’s research and policy work.
- Support implementation of legislative programming, including briefings, trainings, and other efforts to increase government officials’ knowledge and resources.
- Build and strengthen collaborations and coalitions that bring together diverse perspectives to drive meaningful, nonpartisan impact in line with the Civic Federation’s mission and priorities.
- Work with the Director of Policy & Research and Director of Program & Strategy to design systems that track, evaluate, and strengthen partnerships and collaborations over time.

Community Engagement - Programming

- Implement and expand member programming, such as our Speaker Series and other member-engagement events.
- Collaborate with leadership to design and launch public programming, such as panel discussions, webinars, forums, and other public programs, to bring the Federation’s research and policy work to broader audiences.
- Support implementation of partnership-driven events (co-hosted panels, civic collaborations, university or media partnerships).
- Work with the Director of Program & Strategy to shape the strategic direction and identity of programs, ensuring each aligns with research and mission priorities, and contribute to evaluation and learning around program impact.

Community Engagement – Communications

- Support digital and social media outreach, newsletters, and other communications that highlight research and programming to a diverse audience.

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- Contribute to communications content and strategies that make the Federation's work accessible and engaging to expanded audiences.
- Work with internal and external communications partners to expand visibility, enhance transparency, and grow the Federation's public reach.
- Help identify and create new ways to present and share information that advance the Federation's reputation as a trusted resource, including contributing to an upcoming website revamp.

Qualifications

- Exceptional verbal and written communication skills with great attention to detail and ability to self-edit.
- Proactive, self-motivated, and comfortable working independently.
- Demonstrated ability to manage multiple projects and meet deadlines.
- Experience with team and collaborative work environments.
- Experience in social media management, digital communications, or event programming a plus, but not required.
- Strong visual communication skills (familiarity with Canva, Adobe, or PowerPoint preferred).
- Proficient using online constituent, video conference, and mailing platforms (Donor Perfect, Zoom, and Constant Contact)
- Experience with project management and collaboration tools a plus (Microsoft 365, SharePoint, Teams).
- Bachelor's degree and 1–3 years of progressively responsible experience, or a combination of equivalent education and experience.
- Experience working in nonprofit, government, civic, or public affairs environments a plus.

Compensation and Benefits

Competitive salary depending on experience and qualifications, ranging from \$60,000-65,000. 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, one writing sample (up to 5 pages), and, if available, one visual design sample with the subject line referencing the position. Applications will be reviewed on a rolling basis. Send applications to civcfed@civcfed.org (no phone calls please).