

Development Associate

Thrive Chicago seeks to hire a Development Associate to be part of a bold start-up enterprise that aligns services providers, city agencies, funding organizations, and non-profits around outcomes that are proven to help children succeed from cradle to career.

Mission

Thrive Chicago (www.thrivechi.org) has used the StriveTogether Theory of Action as its approach to collective impact and building civic infrastructure. Collective impact relies on the actions of individuals to dramatically improve results at scale. Whether a funder, practitioner, community leader, volunteer, parent, guardian, or engaged citizen, there are actions anyone can take to support every child from cradle to career.

To accomplish its work along the cradle-to-career continuum, Thrive Chicago is changing the way adults collaborate to help young people succeed. Thrive Chicago priority strategies include:

- **Activate research and data** – Identify and build awareness of promising practices that improve youth outcomes and local disparities across various demographic groups and geographies
- **Test and scale innovate practices** – Work with and through Change Networks to understand and implement those practices that can lead to citywide change
- **Build capacity of leaders and practitioners** – Ensure those working most closely with youth have the data, skills, partners, and resources they need to be successful

Thrive Chicago operationalizes its strategies through Change Networks – working groups that include key leaders from city agencies, nonprofits, funders, higher education and businesses that help individuals and organizations understand how they fit together. By using continuous improvement tools to analyze data, these teams pick strategies to undertake collectively and adjust if they are falling short.

Change Networks

Academic & Enrichment Activities
College Completion

High School Graduation
Workforce

The start-up mode demands an entrepreneurial staff that thrives in creating something new, something ambitious, and celebrates the power found when human, financial and institutional resources, and leadership are rallied toward a common goal.

Position Description

Thrive Chicago is currently seeking a Development Associate to join our team. As the Development Associate you are supporting Thrive Chicago in achieving our goals of fund diversification and growth by seeking out grant and funding opportunities, writing grants, managing grant-related processes, and

supporting outreach to potential funders. As a professional on our team, you will track funding opportunities and provide writing support for any grant submissions or funder presentations. You will also provide research support for team members who are meeting with prospective funders and contribute to the overall fundraising strategy for the organization.

Day to Day Responsibilities

- Monitor donor websites and online platforms to track and identify funding opportunities of interest to Thrive Chicago; summarize and share findings regarding opportunities with key team members
- Uncover grant opportunities among local and national funders and develop processes for reviewing opportunities with key staff to inform go/ no go decisions
- Lead team preparation for meetings with potential funders, including opportunity assessment, pre-positioning, and partner identification
- Lead and coordinate the writing and submission of grant applications with support from colleagues across the organization
- Develop compelling ways to describe Thrive Chicago's work to a variety of funder audiences through both narrative and visual approaches (i.e. PowerPoint, Prezi, etc.)
- Manage processes related to and complete required grant reporting consistent with funder-provided deadlines. Includes coordination with colleagues to gather information on grant-supported activities and with the Director of Operations on grant budgets.
- Develop and routinize review cycles for team members to gather information and provide input on grant applications, grant reports, and other funder-related communications
- Work in concert with Chief Strategy Officer (on programmatic elements) and Director of Operations (on budget elements) to identify and meet annual fundraising targets

Qualifications and Skills

In any new enterprise, start-up staff must excel in a fluid environment, innovating on the fly, and willing to take on tasks as needed to move forward. Thrive Chicago is no exception. Successful candidates will have the following qualifications and characteristics:

- **MISSION-DRIVEN** – A demonstrated commitment and belief in the need to improve educational outcomes for every child, cradle to career, with a particular emphasis on the needs of youth often left behind by the current system
- **COLLABORATIVE** – Strong interpersonal skills, with the ability to develop productive relationships with stakeholders across functional and organizational lines
- **RESOURCEFUL** – Able to quickly and creatively solve problems with incomplete information

- **ORGANIZED** – Able to keep many priorities in motion, constantly seeking out information to advance key projects and tasks forward with a deep focus on details and accuracy
- **ARTICULATE** – Excellent writing and verbal communication skills, with an ability to communicate complex information clearly and effectively
- **GROWTH-ORIENTED** – Be able to make the position ‘your own’ and contribute beyond the job requirements
- **UNFLAPPABLE** – Excels in a fast-paced, entrepreneurial culture with contagious joy and positive energy.

Requirements

- Minimum of two years’ experience in fundraising or business development in the nonprofit and/or social impact sectors, including grant proposal writing
- Proficiency in designing both digital and print fundraising materials and presentations
- Experience in collective impact partnerships or backbone organizations preferred, but not required
- Bachelor’s degree from an accredited college or university required. The ideal candidate will have excelled academically in any variety of disciplines including, but not limited to, the social sciences, arts, business, or natural sciences

Application Process

Thrive Chicago is building a diverse staff that is reflective of the city and is dedicated to ensuring a diversity of applicants. Interested parties are encouraged to apply early, as candidates will be reviewed on a rolling basis. Candidates can learn more about Thrive Chicago at www.thrivechi.org.

Applications will only be received via e-mail at info@thrivechicago.org with YOUR NAME and “Development Associate” in the subject line. Applications must include:

- ✓ **A current résumé/CV**
- ✓ **A cover letter describing how the applicant’s skills and experience suit this position and describing the reasons for interest in the position.**