

TITLE: Business Development Associate
TYPE: Full Time
LOCATION: 4801 S. Whipple, Chicago, IL 60632
REPORTS TO: Executive Director and GM of Honest Junk

ORGANIZATION OVERVIEW

The Chicago Furniture Bank (CFB) is a 501c3 nonprofit whose mission is to provide dignity, stability and comfort to Chicagoans that face poverty by allowing clients to handpick an entire home's worth of furnishings for free. Since opening in 2018 the CFB has grown to the largest furniture bank in the country, furnishing 4,000 homes for 10,000 clients in 2022. The CFB currently has a team of 60 FTE staff and runs 15 straight trucks.

CFB's fully owned subsidiary, Honest Junk Company (HJ), is the first 501c3 residential hauling and corporate decommissioning service in the country. Over the last year HJ has done \$2MM+ in revenue (250% YoY growth) and has become a critical source of cash flow for the CFB's \$4.5MM operating budget.

POSITION SUMMARY

The main responsibilities of the Business Development Associate will be helping grow Honest Junk's revenue, increasing the number of homes the CFB furnishes and leading special projects. In this position you will be asked to wear many hats and will learn a tremendous amount on business practices and functions by being a part of a rapidly growing start up social enterprise.

The ideal candidate will need to find / win business and be able to execute on tasks. Long to medium term projects will be identified with the Executive Director, and then it will be up to this associate to figure out the steps needed to get there and also execute the project. Being a self-starter who can work in an entrepreneurial organization is necessary to be successful at this position.

Relationship Management (50%)

- Keeping CRM updated, creating scheduled touch points for larger HJ clients and corporate CFB furniture donors.
- Finding new business and aligning the CFB's pitches to meet that company's or institution's needs.

Strategizing (10%)

- Conducting research to help inform senior management appropriately set goals.
- Creating a plan of action for the steps needed to achieve medium- and long-term goals.

Human Resources (20%)

- Drafting procedures, protocols and training manuals to ensure best in class systems are set in-place for the organization.
- Assisting in hiring process of additional staff.



Operations (10%)

- Managing day-to-day opportunities and challenges for the organization.

Work Environment

- The position is on-site at CFB's Brighton Park office and is accessible by public transit (Kedzie orange stop). Work at off-site locations is required and those may not necessarily be fully accessible. No remote work.
- Occasional evening and weekend work may be required.
- Smoke and drug-free environment.
- Chicago Furniture Bank is an equal opportunity employer and believes in fostering a diverse and inclusive staff. To do this, we not only recognize each individual's diverse identity but also actively create and maintain a culture of inclusion where all CFB employees feel involved, respected, and supported for their diverse identities. Please let us know if there are any accommodations you require.

Education, Experience, and Qualifications

- Bachelor's degree (BA) or equivalent experience.
- Excellent written and oral communication skills. Strong interpersonal skills. Excellent research and analytical skills.
- Proficiency with Microsoft Word, Excel, PowerPoint required.
- Ability to operate with purpose, urgency, and accuracy in a fast-paced, ever-changing environment.
- Detail-oriented, organized, and deadline-driven.
- Capacity to see the "big picture" and manage details simultaneously.
- Ability to take direction well, multi-task and prioritize projects.
- Ability to work in a team and individually.
- Excellent problem solver and ability to "think outside the box."
- Proven and exemplary customer service focus, with strong internal and external relationship management and cultivation skills.

Compensation

- \$50,000 - \$60,000
- Benefits of working at CFB include being part of a team and organization that is results-driven, mission focused, and committed to work-life balance; Opportunities for growth, leadership, and professional development; Health insurance and IRA; Generous paid and sick time off package; Parental leave.

To apply, send your resume to Nancy Kramer at nancy@industrialcouncil.com.