

**TITLE:** Director of Nonprofit Partnerships

**TYPE:** Full Time

**LOCATION:** 4801 S. Whipple, Chicago, IL 60632

**REPORTS TO:** Executive Director

### **ORGANIZATION OVERVIEW**

The Chicago Furniture Bank 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 and will furnish 4,000 homes for 10,000+ clients in 2022.

We currently furnish 15 homes per day through the referrals of 400 nonprofit partners. The CFB has a full-time staff of 60 employees (many hired from nonprofit workforce development agencies). The CFB's sister nonprofit, Honest Junk Company, is the first 501c3 decommission / hauling service in the country and allows the organization to cover the vast majority of its operating budget through earned revenue.

### **POSITION SUMMARY**

All of Chicago Furniture Bank's clients are referred by community partners who consist of nonprofits, hospitals, schools, religious institutions, government agencies and private businesses. As the Director of Nonprofit Partnerships, your primary responsibility is to deepen partnerships with the leadership of CFB's existing 400 referring partners while forging new relationships with new institutions and entities.

The CFB has an endless supply of great quality furniture and capacity to furnish more homes per day. Your job will be to work with new / old partners to ensure we are providing the best service to keep growing the number of referrals per day (homes furnished). You will need to develop streamlined procedures and training guides for the leadership of referring agencies to train staff. Additionally, you will host information sessions and strategize with partners to increase the accessibility of CFB services and also grow awareness.

### **Responsibilities and duties include but are not limited to:**

- Manage and strengthen relationships with the leadership of the CFB's 400+ referring agencies to implement new training / procedures to streamline processes, which will lead to more client referrals (homes furnished).
- Develop systems for tracking the impact of communications strategies and reporting the advancement / challenges from reaching goals.
- Develop talking points, key messages, presentations, and media pitches in support of Chicago Furniture Bank.
- Manage partner organization information in CRM system (Salesforce), updating and adding contacts as necessary.

- Strategize with the Executive Director and the CFB's client relations team to increase the availability of furniture bank's services in Chicagoland.
- Prospect and approach new institutions to see if there are ways we can get their constituents / clients furniture if needed.

### **Work Environment**

- The position is on-site at CFB's Brighton Park office and is accessible by public transit (Kedzie Orange Line stop). Candidates must be able to travel off-site for meetings and events. Those may not necessarily be fully accessible via public transportation.
- 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.
- Exceptional writing and communication skills.
- Ability to problem solve and execute.
- Strong internal and external relationship management and cultivation skills.
- Previous experience working with a CRM required (Salesforce preferred).
- 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 work in a team and individually.
- Excellent problem solver and ability to "think outside the box."
- Experience working with diverse groups of people including donors, clients, and community partners.

### **Compensation**

- \$55k - \$65k Salary is commensurate with experience. Benefits of working at CFB include being part of a team and organization that is results-driven and mission focused; Opportunities for growth, leadership, and professional development; Health insurance and IRA; Generous paid and sick time off package; Parental leave.

### **To Apply**

Chicago Furniture Bank  
4801 S Whipple Street  
Chicago, IL 60632  
312-752-0211



- **To apply, send your resume to Nancy Kramer at [nancy@industrialcouncil.com](mailto:nancy@industrialcouncil.com).**
- Candidates will be considered as they apply. The start date is flexible with the hope it would be soon after an offer is given.
- **NO PHONE CALLS**