

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



TITLE: Development Associate / Grant Writer
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

The CFB's Development Associate / Grant Writer will be responsible for drafting fund-raising communication activities and grants. You will work with the Executive Director, and Marketing Associate to create development strategies and deliverables. This role will provide you with the first-hand experience of building out an organization's development capacity and efforts. As a rapidly growing and dynamic organization, you'll be able to take on a wide range of responsibilities to help the organization expand on its mission of furnishing more homes for those living without.

Responsibilities and duties include but are not limited to:

Fund Development:

- Manage relationships on the database and communicate accordingly with various stakeholders.
- Prepare media materials for distributions (campaigns, mailers, etc).
- Assist in the creation of the broader development / engagement strategy.
- Build brand awareness of CFB to the broader Chicagoland community.

Grant Writing:

- Research grant opportunities on FDO and manage the grant calendar.
- Generate high-quality proposals, narratives, applications and supporting document.
- Track and manage reporting both internally (Salesforce) and for foundations.

Events and Volunteers;

- Help with planning and managing fundraising events with the Executive Director.

- Maintain guest lists for both fundraising events and corporate volunteer outings in coordination with the Volunteer Recruitment and Engagement VISTA.

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

- \$50k-\$60k 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.

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To Apply

- **To apply, send your resume to Nancy Kramer at nancy@industrialcouncil.com.**
- Candidates will be considered immediately and the position begins as soon as possible.
- NO PHONE CALLS