

About the Resource Center:

Resource Center is a Chicago-based, not-for-profit 501(c)(3) organization, incorporated in 1975 based on the guiding principle that we can take resources, both material and human, that society treats as waste, and develop and foster better ways to utilize those resources. Our founder and president, Ken Dunn, has made a life and career out of this work, and our twenty-five employees work hard to make that principle a reality. We believe that these efforts truly contribute toward the progress of equality, justice, sustainability, and quality of life in the urban environment.

Resource Center works in three main program areas: Residential and Commercial Recycling, Urban Agriculture, and Creative Reuse. We operate the largest not-for-profit recycling firm in the Chicago area. We have recycling collections programs, drop-off and buy-back centers, and a mobile recycling buy-back program that serves public housing residents. The City Farm, our Urban Agriculture effort, demonstrates the viability of converting vacant city land to food-producing green space. Through our Perishable Food Recovery service, we work with local stores to distribute fresh produce that does not meet their appearance standards to local food pantries and homeless shelters. We make our agricultural expertise available to gardeners, students, other farmers, and the general public. One component of our commitment to Urban Agriculture is collecting food scraps for compost from restaurants and institutions, to complete the full cycle from soil to plate and back to soil. With our Creative Reuse program, we recover materials discarded by industry and otherwise bound for landfill – paper products, construction materials, and equipment.

We try to center our programs in under-served areas, hire and train economically disadvantaged workers, foster volunteer opportunities, and provide education in reducing waste, recycling and reusing materials, and on completing the full cycle of food: growing organically, making healthy choices, and composting.

General Description:

The Development Coordinator will assist the President, General Manager, and Board Members in donor cultivation, grant development, mailing list support, collateral collection and management, event support, media and article tracking, and other general support on marketing and development projects. This individual will also manage a variety of media contacts and public relations functions, and will assist with volunteer coordination. Approximately half of this individual's time should be dedicated to grant writing or pursuing funding resources.

This is a new staff position for the Resource Center, so this individual will play an important role in shaping the position.

The ideal candidate will exhibit a strong dedication to the mission and sensibilities of the Resource Center, in addition to possessing all of the qualifications necessary to carry out the work. This position is based at the Resource Center main office, 222 E 135th Place, Chicago, Illinois 60827. Competitive compensation will be offered.

Essential Responsibilities & Duties:

- Conducts research as needed for funding development and drives the production and delivery of grant proposals
- Assists in data scrubbing and management of mailing list edits
- Coordinates the formatting and distribution of newsletters and email updates
- Proofreads and updates standard collateral for the Resource Center, including the case statement
- Under the direction of the Resource Center General Manager and Event Chairs assigned by the Board, helps support events including the following recurring events:
 - Spring cocktail event (targeting volunteers and interested contacts)
 - Annual dinner (targeting high-wealth individuals)
 - Annual fall/winter meeting (targeting all members and interested contacts)
- Coordinates volunteers on the tasks needed to conduct an event – invitations, site and speaker coordination, menus, RSVPs, name tags, signs, event check-in, materials, promotional items, client gifts, etc.
- Maintains database of press and publicity mentions and appearances and regularly communicates these to the Resource Center management and relevant Board Members
- Coordinates submissions to local and national publicity competitions
- Attends work regularly and predictably

Qualifications/Skills:*Required*

- Bachelor's degree
- Exceptional organizational and time management skills
- Excellent written and verbal communication skills
- Excellent attention to detail
- The use of good judgment and good interpersonal communication skills
- Well-developed analytical and problem-solving skills
- PC experience required: MS Word, Excel, and PowerPoint
- Dedication to the Resource Center's mission of environmental sustainability
- Ability to build consensus when possible and be decisive when necessary
- Ability and willingness to work flexibly in a changing non-profit environment

Preferred

- Experience with Drupal Content Management Platform and CiviCRM (constituent relationship management software)

Experience:

- Prior not-for-profit experience preferred
- Two to four years experience in fundraising, special events, and donor cultivation preferred

Accountability:

- Reports to General Manager
- Assignments may come from General Manager or President
- Close coordination with Program Managers & Business Manager

Expected Days and Hours:

- Full-time position
- Monday-Friday, 8:30 a.m. to 5:00 p.m.
- Occasional evening and weekend events

Anti-Discrimination Policy

The Resource Center is an equal opportunity employer that does not discriminate against any employee or job applicant based on race, color, national origin, religion, sex, sexual orientation, age, disability, veteran status, or marital status. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, termination, promotion, transfer, layoff, leaves of absence, compensation, and training.

To Apply

For consideration, please email a cover letter, résumé, short writing sample (preferably from a published or submitted piece), and list of at least three (3) references to jobs@resourcecenterchicago.org, with the subject line "Development Coordinator Position."