



## Communications and Development Associate

*Every year in Chicago, \$2 billion is invested in more than 300 youth-sector nonprofits, but very little coordination exists to ensure maximum impact. We believe that it's possible to leverage a greater return on this investment by working collaboratively.*

### **About Thrive**

Thrive Chicago is one of the nation's largest citywide collective impact efforts focused on strengthening the city's youth-serving ecosystem and improving youth outcomes at scale. Ultimately, we aim to affect systems change by centering equity of access and opportunity in all that we do.

Thrive leverages the power of data, its knowledge of the youth-serving ecosystem, and its relationships with grass-roots and grassroots stakeholders to identify and support solutions that drive positive community- and systems-level outcomes for Chicago youth.

- We **convene** diverse and active coalitions, offering valuable insights, making transformative connections, and creating a collaborative space for partners to identify needs and opportunities and work toward solutions.
- We **collaborate** to devise strategies -- grounded in data and lived experience -- to overcome systemic barriers, advance opportunities, and empower young people.
- We **coordinate** the broader coalition of partners to pilot, refine, and implement co-designed strategies by providing technical support, project management, innovation funding, and additional resources.

Thrive's work is focused on where young people live, learn, and work. We create resources and processes that have a demonstrable, measurable, and positive impact on lives and communities. We help to transform systems, so that they work together to ensure greater access, equity, and opportunity.

### **About the Role**

The Communications and Development Associate supports the organization in the day to day implementation of both the communications and development work. Responsibilities include a variety of administrative tasks and organizational management of the operations for org-wide communications, external relations, and the fundraising and development functions. The Associate reports to the Director of Strategy and Development. This is an exceptional opportunity for an individual with strong communications skills, attention to detail, a deep commitment to racial equity, diversity and inclusion and an interest in advancing the work and mission of Thrive Chicago.

### **Essential Functions and Responsibilities**

- Support the implementation of the organization-wide communications strategy, including but not limited to:
  - Manage organizational mailing lists
  - Create social media content and posts
  - Support updates to website and creation of new website content
  - Proofread communications
  - Capture pictures and videos to share on social media and websites
  - Other administrative and organizational tasks related to managing communications collateral
- Support the implementation of the organization-wide development strategy, including but not limited to:
  - Maintain client contact records for partners, funders, and other stakeholders in a centralized CRM system

- Documenting staff contact with external stakeholders in the CRM database
- Coordinate with Thrive staff to leverage CRM system for external events planning and tracking
- Support scheduling for fundraising and development meetings for members of the Leadership Team
- Other related project support as directed and as capacity allows

### **Skills, Knowledge, and Abilities**

- Demonstrated ability to execute tasks effectively and efficiently
- Strong organizational and time management skills with the ability to perform multiple tasks
- Strong verbal and written communication abilities, including multiple written and digital formats, particularly social media
- Able to work as a part of a team, as well as independently
- Proficiency with MS Word and MS Excel; proficiency with G-Suite (google docs, sheets, drive, gmail, calendar)
- Strong sense of discretion and professionalism

### **Education, Experience, and Other Requirements**

- Bachelor's Degree or certification equivalent (Bachelor's degree preferred)
- Previous experience with marketing and communications in nonprofits preferred
- Software and Technical experience and familiarity with:
  - Mail Chimp or similar mailing list software
  - Neon CRM or other relationship management software
  - Wordpress website management
  - Social media content management for Twitter, LinkedIn, Instagram, and Facebook
  - Google Drive, Doc, Sheets and other Google office applications
  - Data entry
- Full COVID-19 vaccination required (accommodations based on medical and/or religious needs permitted)

### **Compensation and Benefits**

Compensation is competitive and commensurate with experience. Thrive Chicago offers a robust benefits package which includes paid time off, health/vision/dental, four FSA plans (including health, childcare, transportation, and parking), a generous family and caregiver leave policy, and a 403b retirement plan.

### **Application Instructions**

If you're ready to help Chicago's youth be the best they can be and join a dynamic team, please submit your current resume and letter of interest electronically to the Thrive hiring team at [hr@thrivechi.org](mailto:hr@thrivechi.org).

***Thrive Chicago acknowledges and values the rich ideas, perspectives, and experiences that result from a diverse team, and as such, we welcome applicants from a range of backgrounds, especially those who share the lived experience of the communities we serve. Thrive Chicago is an equal opportunity employer that considers the qualifications of all applicants without regard to race, color, religion, sex, national origin, age, disability, veteran status, genetic information, sexual orientation, gender identity or expression, or any other basis protected by law.***