



Foundation and Corporate Relations Senior Coordinator Position

Start Date: February 2022

Type: Full-Time

Education: Bachelors and above

Language: English

Location: Chicagoland – Woodlawn/Evanston

Salary/Wage: \$40-50k + bonus

Overview:

MetroSquash is a 501(c)(3) out-of-school time college and career success program that utilizes a long-term and holistic model to serve Chicagoland public school students with demonstrated need. Join us if you are passionate about changing the lives of youth through a unique pathway model where we empower students to become healthy adults with social and economic stability.

The first MetroSquash class (in 2005) consisted of 10 students in fifth grade, and utilized squash courts and classroom space at the University of Chicago. Each year, a grade level was added to realize a pathway of service from 5th grade through post-secondary completion. In 2015, the organization successfully raised over \$8M to construct a permanent home - the 8-court Hussain MetroSquash Center in Woodlawn. MetroSquash now has 20 full-time staff serving over 400 students and their families each year. In 2018, MetroSquash opened its first satellite location in Evanston to serve students just north of Chicago. MetroSquash Evanston currently serves 50+ 6th-9th graders and utilizes academic and court space at the McGaw YMCA. The program will build a second eight-court facility in Evanston and is exploring plans to expand to the West Side of Chicago.

Description:

The Foundation and Corporate Relations Senior Coordinator is responsible for the management of a strategic development plan to cultivate and solicit support from foundations, corporations and government sources. This position works to capitalize on our board of directors' relationships by establishing long-term partnerships, strengthening existing relationships and initiating new contacts within the foundation and corporate sectors. This position reports to the Director of Development.

The desired candidate will provide the expertise to advance MetroSquash's interests by researching and identifying sources of support, proactively seeking opportunities to generate new proposals based on corporate/foundation guidelines and interests, and by maintaining strong communication ties with corporate and foundation donors and prospects. This position collaborates with other MetroSquash staff on reporting outcomes, funding priorities and activation of sponsorships. We are looking for someone who is a self-starter, ambitious, goal-oriented and creative, with the ability to work both independently and collaboratively.

Responsibilities:

- Research corporate & foundation prospects to determine interest and giving potential



- Complete all required letters of intent, proposals and follow up reports
- Ensure all marketing and sponsorship agreements are met
- Arrange, conduct and coordinate cultivation, stewardship and recognition activities such as on-site signage, recognition in publications and on-site visits for foundation and corporate sponsors
- Work with Program staff to craft regular updates for external stakeholders including key program metrics and compelling data
- Maintain accuracy of donation tracking systems while also maintaining confidentiality of sensitive information
- Work with staff and volunteers on all fundraising events
- Work closely with MetroSquash staff to ensure clear lines of communication and effective coordination

Required knowledge, skills & abilities:

- A bachelor's degree and 2-4 years of progressively responsible fundraising and/or business development experience
- Knowledge of cultivation, solicitation, and stewardship strategies and techniques, particularly in the area of corporate and foundation fundraising techniques
- Demonstrated ability in proposal writing and development
- Self-motivation and discipline to regularly set and achieve work goals
- Excellent organizational, interpersonal and networking skills
- Ability to maintain a high level of poise and professionalism in all circumstances
- Ability to initiate and build relationships with prospective corporate and foundation donors, and interact via telephone and in person with institutional representatives
- Demonstrated ability to take primary responsibility for diverse number of projects and to complete them in a timely manner
- Demonstrated record of success in generating significant commitments from corporations and foundations
- Ability to work collaboratively in a team setting
- Ability to work nights and weekends as needed

Vacation & Benefits:

15 vacation days and five sick days the first year, 20 vacation days and five sick days in the second year, and 25 vacation days and five sick days each subsequent year. A generous benefits plan includes health & dental coverage, Simple IRA matching etc.

Salary: \$40-50k + bonus

Other: Must be eligible to work in the United States.

How to Apply: Email resume and cover letter to careers@metrosquash.org. No calls please.