



## **Full-Time Administrative and Development Coordinator**

**Reports to:** Executive Director

**Salary range:** \$43,000 - \$46,000 / year + available benefits

**Time Commitment:** 40 hrs/week, some evening or weekend support may be needed for special events.

### **About Us:**

The Chicago Cultural Alliance's mission is to connect, promote, and support centers of cultural heritage for a more inclusive Chicago. We are an active consortium of over [40 cultural heritage museums, centers, and historical societies](#) that span 28 neighborhoods and 7 suburbs in the Chicago area and represent over 30 different cultures from around the world.

### **About the Position:**

The Chicago Cultural Alliance is seeking a full-time Administrative and Development Coordinator. The ideal candidate will have experience in nonprofits, direct involvement in the planning and coordination of fundraising events, and experience with public programs. The position will require work on a variety of projects including administrative support, grant tracking and management, assisting with event planning, and donor and database management. This position provides assistance for the organization's development, membership initiatives, and supports the objectives of the Alliance. The position is also responsible for assisting in the recruitment and retention of donors and membership, specifically assisting in the organization and implementation of development and administrative initiatives throughout the year. The following list provides an example of potential duties but should not be understood to be comprehensive:

#### **Administrative 40%**

- Directly support the Executive Director and other Alliance staff with daily operations including scheduling, answering the main phone line, project management, member inquiries, coordinating Board meetings, as well as clerical duties (filing, copying, mailing).
- Attend and take notes for staff and Board meetings.
- Assist with events, workshops, and program logistics.
- Gather financial reporting materials from staff, assist with financial, program, and grants accounting.
- Oversee administrative functions, as well as facilities, to ensure efficient and consistent operations as the organization scales.

#### **Membership 35%**

- Assist with data input and tracking in the member and donor database.



- Responsible for weekly activities in support of the Alliance’s Development and Membership programs.
- Work with the Executive Director and other staff to craft membership communications including but not limited to dues invoicing, new benefits, and meeting notices.
- Update and manage member prospect sheets and track engagement for both prospective Core and Partner Members.

### **Fundraising 25%**

- Maintain confidential donor records and database systems on our database NeonCRM.
- Manage workflow process for all types of foundation and government grants, ensuring impeccable timeliness, and accuracy of all relevant data fields.
- Develop, maintain, and ensure proper grants management procedures are in place and consistently followed, including but not limited to due diligence procedures, grant reporting, award letters, grant agreements, and procedures to ensure the availability of funds.
- Assist the Executive Director and committees in the production of Alliance’s annual gala, MOSAIC, including but not limited to catering, registration, at-event fundraising, and donor communication.

### **Qualifications:**

- Highly detail-oriented and organized with the ability to work independently and creatively.
- Strong skills in managing processes and timelines.
- Proven ability to track and manage several projects and processes simultaneously.
- Highly effective oral and written communicator with the ability to adapt to a wide range of communication styles.
- Exceptionally motivated, team player with a willingness to help where required. Ability to work both under supervision and independently.
- Excellent communication skills (phone, email, and in-person).
- Strong work ethic with sensitivity to confidential information.
- Proficient in Microsoft Office (Word, Excel, PowerPoint, etc.).
- Experience with database systems such as Raiser’s Edge, Tessitura, or NeonCRM.
- Grant writing experience is a plus.

If interested, please send a cover letter and resume to [info@chicagoculturalalliance.org](mailto:info@chicagoculturalalliance.org) with “Administrative and Development Coordinator” as the subject. Only complete applications will be reviewed.

The Chicago Cultural Alliance affirms its commitment to equal employment opportunity for all qualified persons without regard to race, color, national origin, gender, disability, age, genetic information, or status as a disabled veteran.