

INTERESTED CANDIDATES: Please send resume to hiring manager Amy Drozda at adrozda@bigshouldersfund.org



Job Title:	<i>Director, Next Generation Boards</i>
Reports to:	<i>Chief Advancement Officer</i>
Date:	<i>Spring 2024</i>

BIG SHOULDERS FUND

Big Shoulders Fund is an independent tax-exempt charitable organization that provides support to schools with demonstrated need which provide a quality, values-based education for children. We serve 25,000 students and 92 schools in the Chicago and Northwest Indiana regions. Each school is a vital community-based organization and an anchor to its surrounding neighborhoods.

For thirty-seven years, Big Shoulders Fund has helped Chicago’s children achieve their dreams through access to high quality education. Of the 25,000 students we serve, 83% identify as people of color and 69% reside in low-income households. We expand access and outcomes by investing more than \$40 million annually in scholarship support and enrichment programming for students; operational improvements for schools; cultivation of talent pipelines for school personnel from new teachers through veteran principals; and professional development and support for educators and leaders – all with the goal of not just strengthening schools, but whole communities, while preparing students for life-long success. To that end, 80% of scholars matriculate to college and students earn a degree at two times the national average. Latino and Black scholars graduate at three-times and four-times their counterparts, respectively, and graduates go on to vote, contribute, and participate at greater rates than local and national outcomes.

In 2019, Big Shoulders Fund began an exciting new chapter in Northwest Indiana by making a long-term commitment to The Region. Since then, we have worked to bring our unique approach to building the capacity of local school communities to best serve students and families of Northwest Indiana, with special focus on areas of greatest need: Gary, Hammond and East Chicago. The long-term goals of our efforts include elevating the quality of values-based schools in Northwest Indiana through: academic investments, instructional and data coaching; marketing and outreach efforts; and enrichment and summer programs to expand opportunities for students. **While some roles on our staff focus exclusively on Northwest Indiana, all Big Shoulders Fund team members contribute to the success of our work in The Region.**

Big Shoulders Fund has earned a four-star rating from Charity Navigator, America’s largest evaluator of nonprofits, for 17 consecutive years, a distinction held by less than one percent of nonprofit organizations nationally.

POSITION OVERVIEW

To build upon Big Shoulders Fund's dynamic momentum and to ensure the continued strength of our organization, we are looking for a *Director, Next Generation Boards* who will help mobilize the passion and commitment of the talented professionals who offer their time and support to help realize Big Shoulders Fund's mission.

Working closely with the *Chief Advancement Officer*, the *Director* will hold direct ownership of and responsibility for the management and execution of all events and volunteer activities pertaining to the next generation boards, as well as manage relationships with their members, particularly the Chairman's Advisory Committee (CAC). This individual will also provide strategic oversight of the Auxiliary Board and the Teen Board, both of which will be directly overseen by the *Manager, Next Generation Boards* once hired by the *Director*.

ESSENTIAL JOB FUNCTIONS (PLEASE NOTE: THIS LIST MAY EVOLVE AND CHANGE OVER TIME)

- Develop, cultivate, and steward relationships of all members of Next Generation boards.
- Provide strategic vision, management, and execution of the Chairman's Advisory Council (CAC);
- Work with the Auxiliary Board and Teen Board, as well as the following CAC committees: Membership, Service Engagement, Development, Diversity Equity, and Inclusion (DE&I), Networking Speaker Series, and Lend a Shoulder Day.
- Grow engagement and fundraising efforts of Next Generation boards; expand Next Generation cultivation and engagement events to grow participation in the boards themselves.
- Provide strategic direction, set goals for, and proactively lead direct report (*Manager, Next Generation*) to increase engagement of Next Generation boards.
- Develop a strategic Next Generation pipeline, including a plan for how individuals grow in their involvement with the Big Shoulders Fund.
- Increase annual fundraising by and through the Next Generation boards.
- Plan and execute Lend a Shoulder Day, in collaboration with the *Managing Director of Advancement*; grow the program by increasing participation in the event and cultivating relationships created by it.
- Provide management to a direct report and effectively coordinate with other team members to establish, implement, and maintain practices which set Big Shoulders Fund's development team apart as the most effective, efficient, personable, and responsive team for donors and supporters.
- Plan and execute all Next Generation events including networking speaker, friend-raisers, Big Shoulders Fund Ball, Lend a Shoulder Day, etc.
- Partner with the communications team in the development of resources which tell the story of our Next Generation boards.
- Cultivate Next Generation members such that they become active storytellers of our mission and of their personal involvement with our organization.
- Complete other responsibilities as defined by the *Chief Advancement Officer*.

THIS POSITION WILL HAVE ONE DIRECT REPORT:

- *Manager, Next Generation* – To be hired by Director.

OTHER DUTIES

- Serve as a member of Big Shoulders Fund's Leadership Team.
- Demonstrate strength and skill in working with not only donors but also teachers, principals, students, and families from diverse cultural, economic, and ability backgrounds.

- Attend and support the facilitation of fundraising events, service days, and other programs in Chicago and Northwest Indiana that further the mission of Big Shoulders Fund through its outreach to donors and schools as needed.
- Work cooperatively with Big Shoulders Fund staff in Chicago and Northwest Indiana, and perform other duties as assigned.
- NOTE: This role requires availability to work some evenings and weekends for Big Shoulders Fund events.

REQUIREMENTS

- Bachelor's degree required, master's degree a plus
- 8+ years of development experience preferred, including at least 4 years of experience effectively managing others toward ambitious goals
- Strong critical thinking skills with ability to help conceive of and implement effective strategies for development
- Budget management experience preferred
- Familiarity with Airtable, Salesforce or other CRM a plus
- Ability to deal with issues as they arise, identify and pursue opportunities to address those issues, and course correct plans over time with focus on problem-solving
- Exceptional organizational and time management skills; ability to set priorities among competing activities
- Strength in establishing and maintaining cooperative and effective working relationships with others
- Excellent communication skills (verbal and written) and the ability to present to donors, executive leaders, partners, and school communities
- High degree of responsibility, initiative, and professionalism
- Attention to detail and strong analytical skills
- Cultural sensitivity and ability to work collaboratively with diverse groups of people
- Commitment to and passion for improving access to high-quality, values-based education options for all children
- Highly motivated and adaptable with a strong work ethic; operate with honesty, integrity, and a positive attitude
- Ability to work some weekends and evenings for Big Shoulders Fund events

NOTE: *This job description is not intended to be all-inclusive. Employees may perform other related duties to meet the ongoing needs of the organization and the students/schools it serves.*

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