



# GROWING HOME

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## Corporate and Foundation Relations Coordinator

Growing Home, Inc. is a non-profit social enterprise that provides job training for low-income individuals in Chicago through organic agriculture. Our program provides experiential learning opportunities and employment in the horticulture field, as well as a unique job-readiness curriculum that helps reintroduce participants back into the workforce. Through our USDA-certified organic farms, we also seek to provide healthy, fresh food and food education to our neighbors in Englewood.

We offer a diverse, energetic and mission-focused environment for our employees.

### **The Job**

The Foundation & Corporate Giving Coordinator assists in generating revenue from foundation, corporate, business, organizational and government donors that supports organizational priorities. The Coordinator also assists the Leadership Team with overall development planning and accountability, informing fundraising goals, and creating cultivation, solicitation and stewardship strategies to grow revenue that supports the organization's mission. Work with ED and CDO to update database on communication and interactions with Foundations and Corporations. Research new opportunities for ED and CDO to meet and interact with Foundations and Corporations.

### **Responsibilities**

- Serves as grant writer for grant proposals and works with the Executive Director of Development on gift agreements for corporate and foundation prospects; coordinates proposal submissions with all associated campus staff and faculty.
- Oversees tracking and documentation of program outcome evaluation and client statistics for grant reports.
- In collaboration with the Chief Development and Communication Officer and the Development Manager, develops and manages a stewardship program for all primary corporate and foundation contributors.
- Develop and maintain effective working relationships with various entities, including media, government, funders, community residents, and partner organizations
- Write complex documents such as case statements, solicitation materials, and other relevant documents.

- Initiate, maintain, and lead prospect research efforts for funding opportunities from institutions.
- Participate and support communications and marketing strategies to develop and implement the organization's public relations plan.
- As needed, assist the Marketing and Events Coordinator in the planning and execution of the organization's annual benefit and other special events.
- Engagement (attend vendor fairs, represent organization on panels and community task forces, etc.)
- All Development and Engagement staff are required to attend all events hosted by Growing Home, Inc.'s Development Department and or Engagement Department.
- All Development and Engagement Staff must be available to lead and assist with weekend engagement activities, tours, pop-ups, volunteer days, etc

### **Qualifications**

- Bachelor's degree in relevant field such as Communications
- At least three years relevant experience
- Proven record of excellent oral and written communication skills and a good eye for design
- Research and analysis ability to position Growing Home programs in written form
- Demonstrated organizational and time management skills, strong attention to detail
- Professional computer skills, proficiency in Microsoft Office Suite and Google Suite, proficiency in WordPress, Constant Contact, or similar programs a plus
- Familiarity and experience with communications, including social media
- Commitment to Growing Home's mission
- Ability to travel to, and work from, our program site at 5814 S. Wood St. an average of once a week

### **Physical Requirements**

While performing the duties of this job, the employee is frequently required to stand; walk and sit. The employee must occasionally lift and/or move up to 15 pounds. There will be local travel required and some evening and weekend work. Requires ability to climb stairs, prolonged sitting, some bending, stooping and stretching, requires eye-hand coordination and manual dexterity sufficient to operate office equipment. Requires normal range of hearing and eyesight to record, prepare and communicate appropriate reports. Primary work hours will be between 8:00 am and 4:00 pm. Monday through Friday, reporting to the Chief Development Officer. For special events or at particularly busy times per year, Corporate & Foundation Relations Coordinator may be required to work weekend or evening hours.

Growing Home Inc reserves the right to assign or reassign duties and responsibilities of this job at any time based on the needs of the organization.