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## PROGRAM ASSOCIATE

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### THE FIELD FOUNDATION

With origins in the 1940s, the Field Foundation of Illinois was founded in 1960 by Marshall Field IV as a private and independent foundation dedicated to the promise of Chicago. Along with its strategic partners, the Field Foundation distributes more than \$6.5 million annually to organizations and leaders working to address systemic issues in Chicago's most divested communities. With racial and social equity at the center of its giving, Field directs dollars to grantmaking in the areas of Art, Justice, Media & Storytelling, and Leadership Investment. Learn more about our work at [www.fieldfoundation.org](http://www.fieldfoundation.org).

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### THE OPPORTUNITY

If you have a project manager's mindset, a desire to learn, and a deeply rooted passion for and understanding of Chicago's communities, consider joining our Field Foundation team!

Reporting to Field's Arts Program Officer, the **Program Associate** will work across the Foundation with primary responsibility for supporting the Art and Leadership Investment portfolios. While there are everyday nuances to the Foundation's work, main responsibilities will include:

### RESPONSIBILITIES

- Supporting all aspects of the Foundation's work with a racial and social equity lens.
- Providing programmatic and administrative support to the Foundation's [Art \(A Road Together\)](#) and [Leadership Investment](#) portfolios with occasional support for the Justice and Media & Storytelling portfolios.
- Conducting site visits and information sessions with Field grantees.
- Researching and analyzing various Chicago communities.
- Building relationships with community leaders through one-on-one conversations, larger convenings, and by attending community events.
- Drafting briefs that synthesize grant requests and provide a framework and rationale for support.
- Monitoring grant progress and facilitating grantee partner check-in meetings.
- Serving as a resource for grantee partners and prospective grantees.
- Recordkeeping using the Foundation's grants management database (Foundant).
- Assisting with scheduling and coordinating meetings, event planning, technical support, managing travel, and site visits.
- Developing communications in advance of and following meetings, events, conferences, etc.
- Representing the Foundation in external initiatives, such as key events or coalition meetings.

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### CANDIDATE PROFILE

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- Three years' experience working in a nonprofit, philanthropy, or government role with direct contact to communities impacted by disinvestment.

- Knowledge and appreciation of Chicago, including its communities, creative economy, artists, organizers, and leaders.
- Proven organizational management skills with effective communications skills.
- Demonstrated ability to present ideas with clarity, credibility, humility, and tact; lead with “the why” and incorporate vision into messaging; tailor messaging to an audience; and maintain professionalism in speaking and writing.
- Excellent verbal and written communications skills: proofreading, composing, and editing communications; ability to maintain confidentiality.
- Demonstrated commitment to supporting racial and social justice and equity.
- Possesses openness, responsiveness, and understanding of others’ perspectives with a demonstrated ability to maintain and build relationships through collaboration.
- Experience with grants management software (Foundant) is a plus.

### **PERSONAL CHARACTERISTICS**

- Ability to actively listen, discern challenges, and identify solutions.
- A consensus-builder and collaborator; ability to interact with empathy and a sense of humor to effectively work with different work styles.
- Relationships-oriented.
- Enthusiasm for learning.

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### **WORK ENVIRONMENT**

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Operating at the intersections of art, justice, media & storytelling, and leadership investment in Chicago, the Field Foundation is a unique place. Our small team is both creative and collegial and values collaboration, discussion, and debate. We are proud to be located at Impact House, a social innovation space in the Loop, where we work alongside other foundations and social impact organizations. In this environment, we connect and support one another, which serves not only the Foundation’s work but the work of our grantee partners as well as our Impact House neighbors. We are an equal opportunity employer. Our diverse team and board bring unique experiences, ideas and perspectives to our work and reflect the diversity of Chicago. We are interested in candidates who will thrive in this culture and share our commitment to community empowerment. All are welcome.

The Field Foundation currently uses a hybrid working model, working 2 days per week at our Impact House office located at 200 West Madison, Chicago, IL.

### **COMPENSATION**

The salary range for this position is \$60,000 - \$70,000. Benefits include top-tier health insurance, dental and vision coverage, life insurance, paid vacation, personal and wellness days, a matching gift program, a transit plan, partial cell phone reimbursement, and a generous 403b retirement plan after one year.

### **TO BE CONSIDERED**

Please submit your resume and cover letter to [arts@fieldfoundation.org](mailto:arts@fieldfoundation.org) highlighting relevant experience and why you would like to work with the Field Foundation. Thank you.