



LEADERSHIP INVESTMENT PROGRAM OFFICER

THE FIELD FOUNDATION

Founded in 1940 by Marshall Field III, the Field Foundation is a private, independent foundation that has been dedicated to the promise of Chicago for over 80 years. The Field Foundation aims its grantmaking toward the goal of Community Empowerment through Justice, Art and Leadership Investment. With racial equity at the center of its giving, it directs dollars to critical organizations working to address systemic issues in Chicago and aims to directly benefit some of the city's most divested communities.

At the heart of the Field Foundation's work is a commitment to community-centered empowerment. Through its Leadership Investment work, the Foundation aims to recognize, honor, and support the deep bench of visionary leaders across Chicago by supporting both emerging and established leaders through its work in two primary areas: Support of Field Fellows program and individual leaders within the Chicago metro area through the Leaders for a New Chicago award program. Through these supports, the Field Foundation acts as a connector, supporter, and investor in leaders who have the potential to transform Chicago.

To learn more about the Field Foundation's work in Leadership Investment, please visit the website www.fieldfoundation.org

THE OPPORTUNITY

If you believe that Chicago communities nurture and develop leaders, please consider applying for this exciting opportunity.

The Field Foundation's Leadership Investment Program Officer is responsible for furthering the strategies within the Foundation's Leadership Investment program. The role includes meeting formally and informally with leaders from a wide array of sectors primarily on Chicago's South and West Sides and learning about what Chicago's community-based leaders need most to thrive. A critical component of the work is studying the field of leadership to determine future opportunities for leaders. The Foundation believes the job of the Leadership Investment Program Officer is not only to manage the Leadership Investment program but to roll up one's sleeves and unlock equity on behalf of Chicago.

The Foundation's work in the area of Leadership Investment places an emphasis on racially equitable supports for leaders on the South and West Sides of Chicago with a focus on African, Latinx, Asian, Arab and Native American (ALAANA) organizations.

RESPONSIBILITIES

- Lead and coordinate the programming of the Leaders for a New Chicago award that supports individual Chicago leaders and their affiliated organizations with award opportunities.
- Lead all aspects of Foundation work with a racial equity lens.

- Manage the selection process including communication and orientation of selection committee members.
- Review of leader nominations for eligibility.
- Based on selection committee recommendations, make award recommendations to be presented to the Field Foundation's board of directors.
- Engage with nonprofit partners through collaboration, learning, exchange and strategic partnerships at information sessions and through info meetings and other opportunities.
- Assist COO with all Leadership grantmaking procedures, program planning and other duties as appropriate.
- Convene funder and community-based briefings to advance the Foundation's goals in its Leadership Investment work.
- Create professional development opportunities for individuals and organizations.
- Present portfolio overview and offer insights for board members regarding Leadership Investment and awards to individual Chicago based leaders.
- Lead the Field fellowship program including interviews, selection and training of new fellows. Serve as mentor and manager to Field Fellows during and after their fellowship.
- Speak and write about awardees on the Field Foundation's website, conferences and in other forums.

CANDIDATE PROFILE

- Five years' experience working in a nonprofit, philanthropy or government role with direct contact to communities most impacted by disinvestment with a focus on the Foundation's priority areas of Art, Media & Storytelling or Justice.
- Proven organizational management skills with the ability to mentor Field Fellows, manage, and develop external cohorts and collaborations, as well as setting and achieving strategic objectives.
- Demonstrated ability to communicate and present ideas with clarity, credibility, humility, and tact; lead with "the why" and incorporate vision into messaging; tailor messaging to audience and maintain professionalism in speaking and writing.
- Proven success operating in ambiguous and changing environments with the demonstrated ability to manage and prioritize projects; manage progress against goals for the Leadership Investment Program and the Foundation.
- Possesses openness, responsiveness, and understanding of others' perspectives with the demonstrated ability to maintain and build relationships through collaboration.
- Experience with grants management software (Foundant) is a plus.
- Knowledge of the city of Chicago, its history and its opportunities.

PERSONAL CHARACTERISTICS

- Proven ability to listen, discern challenges, and identify solutions; seeks and supports different perspectives and values a range of viewpoints but also comfortable making a final decision.
- Partnership approach and ability to effectively work with different work styles.
- A consensus-builder and collaborator; ability to interact with empathy and a sense of humor.
- Deep passion for and commitment to honest and candid conversations and self-reflection about race, racial justice, and equity.
- Simultaneously results and relationships-oriented.
- Enthusiasm for organizational change and learning.

WORK ENVIRONMENT

Operating at the intersections of art, justice, media & storytelling in Chicago—the Field Foundation is a unique place. It is both creative and collegial, a place for discussion and debate as its staff and board reflect Chicago’s racial diversity. The Foundation is an equal opportunity employer and does not discriminate based on race, gender identity or expression, color, national origin, ability, ethnicity, sex, ancestry, sexual orientation, age, religion or belief. The Field Foundation’s board and staff are strongly committed to a diverse and equitable work environment. People of all backgrounds, abilities, gender expressions, ethnicities, races, sexual orientations, religions, and nationalities are strongly encouraged to apply.

COMPENSATION

\$90,000

Benefits include health insurance, paid vacation, personal days, matching gift program, a generous 403b, and holidays.

TO BE CONSIDERED

Please submit your resume and a cover letter highlighting relevant experience and why you would like to work with the Field Foundation.

Submit your materials to Michelle Goldberg, mgoldberg@fieldfoundation.org and include “Leadership Investment Program Officer – (your name)” in the subject line.