

Who We Are

Civic Consulting Alliance is a nonprofit consulting firm whose mission is to make the Chicago region a great place for everyone to live in and work.

We leverage incomparable professional resources with committed leaders to provide better educational opportunities, safer streets, thriving communities, and an economy that works for everyone. Building teams of our own staff, business experts, government leaders, and regional stakeholders, Civic Consulting Alliance improves the structure, management, and level of engagement of the civic sector in our region. Together, we accomplish more than any one firm or sector can on its own.

Across our four platform areas, we tackle the region's most pressing problems and greatest opportunities:

Public Safety & Criminal Justice	Economic Vitality	Education	Civic Leadership
Ensure that residents and police are safe and justice is applied consistently across communities	Grow an economy that works for everyone while reducing inequities between communities	Create an education system that provides equitable access to living-wage career paths for all students and enables growth of an economy that works for everyone	Develop a culture of civic leadership that can address the region's most difficult challenges in a way that brings people together and builds trust in institutions

Over the past decade, Civic Consulting Alliance and our partners have invested more than \$140 million in the things that matter most in the Chicago region, contributing to:

- 38% fewer people detained every day in Cook County Jail than in 2013, bringing the daily jail population to its lowest level since 1991
- \$2.5 million committed by West Side United for impact investment projects identified jointly with West Side community representatives
- A tripling of the City Colleges of Chicago's graduation rate since the start of Reinvention in 2011

We work with with the region's top firms and corporations who recognize the importance of contributing their expertise, *pro bono*, to serve a greater good, including:

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| ▪ A.T. Kearney | ▪ CIBC | ▪ Lantern Partners | ▪ Root Inc. |
| ▪ Accenture | ▪ Deloitte | ▪ Mayer Brown LLP | ▪ Sidley Austin LLP |
| ▪ Bain & Company | ▪ Digitas | ▪ McKinsey & Company | ▪ Thirdwave |
| ▪ The Boston Consulting Group | ▪ EY | ▪ PwC | ▪ West Monroe Partners |
| ▪ Cannon Design | ▪ Kirkland & Ellis LLP | ▪ Protiviti | ▪ Zeno Group |
| | ▪ KPMG LLP | | |

Working at Civic Consulting Alliance

Civic Consulting Alliance works with leaders from government, business, and the social sector to solve complex challenges and improve our region. We seek talented, dynamic, and civic-minded individuals to join our team and work side-by-side with our clients, partners, and investors to achieve our ambitious goals.

Why this is your dream job:

For the results-focused problem solver and communicator who is passionate about improving the Chicagoland region, Civic Consulting Alliance provides unique opportunities to:

- Impact the lives of the millions of residents in our region
- Fast-track your professional development
- Build connections across a broad network of civic leaders
- Develop your understanding of the public sector, current civic challenges, and making large-scale, cross-sectoral change
- Be a part of a dynamic, tight-knit team

How we'll inspire you:

This is a challenging, stimulating role. The Civic Consulting Alliance team is proud of its bold goals and high standards. You'll work hard and will push yourself professionally and intellectually as you tackle some of the biggest issues and capture some of the most exciting opportunities facing the Chicagoland region. We are a fast-paced organization, and being entrepreneurial, curious, and passionate about our colleagues' and our stakeholders' success are all "must-haves." This role carries significant responsibility – Civic Consulting Alliance has set ambitious growth goals to respond to increased demand for our work. If this environment sounds exciting, you should consider joining our team!



Working at Civic Consulting Alliance

Professional Development

Civic Consulting Alliance offers an unparalleled opportunity for professional development in a supportive environment. At Civic Consulting Alliance, you will be exposed to the science of thinking analytically and the art of thinking creatively. We offer ongoing professional development for staff at all levels, and this role may have the opportunity to participate alongside other junior staff in a structured mentorship and training program focused on core consulting, analytical, and project management skills.

Diversity and Inclusion

Excellence at Civic Consulting Alliance is enhanced by encouraging each person to bring themselves fully to their work. We value a diversity of perspectives, which enrich and strengthen our efforts. We find that the best solutions to complex problems often come from a different perspective or a fresh point of view, and we encourage team members at every level of our organization to make their voice heard.

We believe that the impact we make in our region is enhanced by the range of points of view our team members offer. That's why we seek to build a team that represents diverse background. We strive to recruit people with exceptional talent and ability and to celebrate their differences. We're committed to making Civic Consulting Alliance a place where everyone has the potential to succeed.

*If you are passionate about making Chicago a better city,
Civic Consulting Alliance is the place to do it.*

Associate, Development and Communications Role

A lot will be expected of the Associate, Development and Communications. We seek an early-to-mid career professional with a track record of success in nonprofit or mission-driven organizations, with the ability to get things done in a fast-paced, growth-oriented setting. Reporting to the Principal, Development and Communications, this new role will be a full-time member of a dynamic and nimble team. They will work closely with the CEO and colleagues of diverse professional, educational, and personal experiences to strengthen core operations and secure the resources and stakeholders needed to make our client work successful.

Associate, Development and Communications responsibilities will include:

- Fundraising
 - Leading strategy, writing, and submission of all grant-related materials, including letters of inquiry, proposals, and reports, to increase institutional giving by at least 40% by 2020
 - Serving as liaison to finance team, developing and managing budgets and other financial-related questions and documents required in the course of fundraising
- Cultivation and stewardship
 - Conducting prospective donor research and recommend cultivation strategies to build a pipeline to increase giving across revenue streams by at least 40% by 2020
 - Supporting creation and execution of strategies to more authentically and regularly engage current and prospective donors, clients, and partners in our work
 - Supporting regular meetings of the Board's Development Committee to drive engagement in and support of fundraising strategies that enable growth in impact
- External relations
 - Developing and executing strategy for building our brand through social media
 - Managing regular updates to our website (with technical support from a third party) with an eye toward opportunities to refresh and evolve this communications vehicle
 - Collaboratively creating and producing regular communications pieces that tell our story to clients, donors, partners, and other stakeholders in inspiring and innovative ways, which currently include: monthly newsletter, quarterly funders update, and annual report
- Internal engagement
 - Evolving tools and systems to drive team collaboration and innovation
 - Building a culture of philanthropy that engages diverse colleagues and creates a sense of shared ownership of fundraising and storytelling success

Applicants should demonstrate:

- Comfort giving and receiving honest, constructive feedback and applying it to improve
- A proactive personality; no work is 'beneath' you and you are eager to serve others
- Demonstrate independent and creative thinking in communicating our mission and vision
- Mature judgment, with a high level of integrity and trustworthiness
- A sense of humor with poise and grace, even under stress
- Valuing relationships and accountability, empowering others to achieve superior results
- Ability to collaborate with senior civic and corporate leaders and major donors
- Proficiency in Microsoft Office Suite, Google Suite, Acrobat, Salesforce, and knowledge of InDesign and Photoshop, with ability to learn and apply new technical skills
- Commitment to Civic Consulting Alliance's core values: Collaboration, Impact, Leadership, Sound Judgment, Excellence

Additional Role Details and How to Apply

- **Location:** 21 S. Clark Street, Suite 4300, Chicago, IL 60603
- **Education & Experience:** Bachelor's Degree; minimum 3 years professional experience in nonprofit or social impact sector or related work; track record of success in fundraising, storytelling, and stakeholder engagement in a nonprofit, public, or civic setting, especially related to institutional giving and grant writing.
- **Salary:** Compensation will range from \$45,000 - \$50,000 annually, depending on experience, with excellent benefits.
- **For More Information:** Visit ccachicago.org to learn more about our work.
- **To Apply:** Email cover letter and resume (as a single *.pdf) to consultantsearch@ccachicago.org with subject line "Associate, Development and Communications Application".

