

## OPERATIONS AND DEVELOPMENT COORDINATOR

Chicago United for Equity is looking for a dynamic, talented, motivated individual to join the organization as a full-time operations and development coordinator.

### About us

CUE works to forward the movement for racial justice by reforming inequitable structures, policies, and practices in pursuit of a just, equitable, and inclusive future for Chicago. We work at the intersection of policy and organizing, targeting the root causes of structural inequity by supporting individuals and communities leading innovative civic reform throughout Chicago. Our work spans schools, neighborhoods, and citywide institutions, making each day unique.

### Position Description

CUE is seeking an operations and development coordinator to help us build a strong organizational infrastructure. The ideal candidate for this role thinks deeply about how to do everyday activities better. From saving time to saving resources, this person finds joy in the work of discovering ways to go further in helping teams reach their goals.

The ideal person brings an internal calm to their workspace, making order from chaos in their daily existence. They pay attention to the “small” things, especially ones that create a more inclusive environment. While detail-oriented, they think quickly in situations that demand it -- and work with a strong internal motivation. They do this while being thoughtful, kind, great at managing relationships, and effective at managing many projects all at once.

The successful candidate will demonstrate a deep commitment to racial justice, second-to-none verbal and written communication skills, and tech-savvy with an interest to continuously grow their toolkit. Additionally, all members of the CUE team are expected to have strong self-awareness, commitment to equity within the workplace, and a strong sense of urgency (aka hustle). This is a start-up organization responding to an ever-changing movement, so successful candidates will demonstrate the ability to think quickly, critically, and iterate collaboratively in a team environment. Humility and a sense of humor is appreciated. Fluency in a second language should be highlighted in application materials.

### Responsibilities

#### 1. Event Planning (40%)

- Manage planning and on-site support for fellowship events, including securing space, catering, volunteer management, vendor selection, material management, invoicing, and accounting
- Manage pre- and post-event data input and analysis



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## **2. Systems Management (30%)**

- Create and maintain systems to support logistics, events, and management of fellows and key stakeholders
- Develop and maintain listservs, event calendars, survey tracking, and other systems to support CUE's operations, growth, and continuous efforts to increase impact
- Manage general inquiries and client development efforts for fee-for-service projects
- Draft, design, and manage regular newsletter and mass communication
- Manage physical and electronic office spaces, including updating website, tracking supplies, and managing phone and voicemail systems
- Post and manage internship inquiries and interview process
- Manage board committees to support successful efforts to achieve network-wide goals
- Support scheduling for senior leadership team

## **3. Development and Accounting (30%)**

- Update donor contact information and cultivation efforts using Airtable
- Manage development deadlines and development database management
- Support grant account set-up and drafting
- Assist in processing donations and managing regular donor recognition
- Prepare, submit, and track invoicing for all vendors and all secured contracts
- Draft proposals for new contracts and manage communications with potential projects

## **4. Other**

- Support and cultivate a strong organizational culture focused on quick problem-solving, continuous improvement, and commitment to living our values of equity and inclusion.
- Receive, give, and encourage feedback to support our efforts for continuous growth.
- Other duties as assigned.

## **Compensation**

This is a full-time role with a start-up organization. This position will be classified as an independent contractor paid between 45,000 - 60,000 per year, without benefits.

## **Application Process**

Applicants should submit a resume and cover letter to [information@chicagounitedforequity.org](mailto:information@chicagounitedforequity.org) with the subject line: "Operations and Development Coordinator." Reviewed on a rolling basis.

*Chicago United for Equity is an equal opportunity/affirmative action employer. All qualified persons are encouraged to apply, regardless of race, color, creed, ethnicity, national origin,*



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*ancestry, age, height, weight, sex, gender identity, sexual orientation, disability, HIV status, marital or domestic partner status, or religious affiliation.*