
TEMPORARY ASSOCIATE, GROWTH TEAM

The Chicago Public Education Fund (The Fund) was founded in 2000 by civic, business and philanthropic leaders who believed that “better schools are everyone’s business.” This has never been truer than it is today. Fund grants – more than \$70 million to date – have a measurable, positive impact in schools and improve outcomes for students. The Fund remains committed to making Chicago the first city in the nation with world-class public schools for all. We currently work toward this vision by stewarding programs, initiatives and organizations that train, support and retain outstanding principals citywide. We value collaboration, integrity and equity.

We are currently seeking one Associate to join the Growth Team. This role is a temporary position between now and May 2019, with a potential extension based on project developments. The Growth Team is passionate about exploring new possibilities that strengthen our principal quality work. To maximize the success of higher-risk initiative testing and exploration, they closely collaborate with our cross-functional leadership team to drive new ideas and help the team succeed. They demonstrate a hypothesis-driven and outcome-oriented mindset, with a bias toward action, especially in ambiguity.

ROLE AND RESPONSIBILITIES

The Associate will report to the Manager of Growth Projects and will be responsible for project management and strategic support for principal pipeline work.

Responsibilities for the Associate include, but are not limited to:

- Managing strategies to support Chicago’s principal pipeline and collaborating within a cross-functional team to execute projects that ensure strong recruitment, development and placement of aspiring school leaders.
- Supporting The Fund’s investment process for growth work and principal pipeline projects, including due diligence around prospective investments, management of external partners and analysis of investment impact for multiple stakeholders, including The Fund’s Board of Directors.
- Proactively preparing relevant presentations, materials and communication for stakeholders, including The Fund’s Board of Directors, Chicago Public Schools, the funding community and other partners focused on principal quality.
- Establishing and managing strong relationships with principals, educators and other nonprofit partners to inform The Fund’s long-term vision and strategies to support principal quality.

CANDIDATE QUALIFICATIONS

The Fund is seeking a highly motivated professional. Successful candidates will have:

- A strong work ethic and detail-oriented approach.
- Comfort in new or unprecedented contexts.
- Project planning experience with a strong track record of executing on and achieving results.
- Strong verbal and written presentation and communication skills, particularly with diverse audiences.
- High proficiency in Microsoft Office – particularly PowerPoint, Excel and Word.
- Ability to work independently and as part of a team.
- Ability to manage self, manage workload effectively, be flexible and adaptive, and follow through on execution in a time-sensitive, high-stakes environment.
- Ideally, prior experience and/or interest in working in the nonprofit or education sector.

COMPENSATION

This role is full-time and temporary between now and May 2019. Salary and benefits are competitive.

TO APPLY

Please email a **resume and cover letter** that outline how your skills and experience meet the qualifications of the position. In your cover letter, please also indicate how you heard about this opportunity.

All materials should be sent to careers@thefundchicago.org.

We regret that we will not be able to respond to phone inquiries about this position.

The Chicago Public Education Fund is an equal opportunity employer. The Fund evaluates applicants for employment on the basis of qualifications, merit and work-related criteria without regard to race, color, religion, sex, national origin, age, sexual orientation, mental or physical disabilities, pregnancy, childbirth, medical condition, marital status or any other characteristic protected by law. The Fund employs and values a diverse work environment.