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## **ASSOCIATE, THE CHICAGO PRINCIPAL PARTNERSHIP**

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 lead The Chicago Principal Partnership (The Partnership), a collaborative of organizations that share a belief in the importance of principal quality as part of the city’s school improvement strategy. Since its launch in 2016, The Partnership has convened members of over 15 organizations to gather data, share best practices and explore new ways to better support school leaders in Chicago. To maximize the success of higher-risk initiative testing and exploration, the Associate, The Chicago Principal Partnership will closely collaborate with our cross-functional leadership team to drive new ideas and help the team succeed. They will 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, The Chicago Principal Partnership and will be responsible for project management and strategic support for principal pipeline work.

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

- Advancing 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. 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](mailto: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.*