

## Position: Development & Communications Manager

40 hrs/week



Plant Chicago's (PC) mission is to cultivate local circular economies. Located in the Back of the Yards neighborhood, PC is repurposing a former firehouse into a center for circular economy programming. PC is a highly collaborative organization with a small staff, a large and active volunteer base, and strong relationships with small businesses throughout Chicago. 2024 will be a pivotal year as the much anticipated capital project to renovate our base of operations (The Firehouse) will come to fruition.

**Job Description:** Working closely with the Executive Director, the Development and Communications Manager will oversee the execution of Plant Chicago's development and communication plans. The Manager will play a critical role in the long term growth and sustainability of the organization by providing fundraising support for operations and upcoming capital costs for renovations. As a small organization, the Manager will be highly collaborative and have a passion for Plant Chicago's mission to cultivate local circular economies.

### Roles & Responsibilities

- Leadership & Collaboration (10% or ~ 4 hrs/week)
  - Provide thought leadership on how the organization can effectively communicate program impact and advance local circular economies;
  - Maintain and strengthen relationships with key stakeholders including donors, volunteers, foundations, small businesses, residents, and community organizations;
  - Design methods to evaluate the effectiveness of development and communication activities;
  - Support food access, education and other programming as necessary;
- Development (60% or ~ 24 hrs/week)
  - Work with the Executive Director to meet budgetary goals for philanthropic support from individuals, corporations, and foundations (this represents approximately 85% of the organizations 2024 budget);
  - Cultivate, steward, and solicit a portfolio of over 150 individuals and institutions for financial support;
  - Provide written and editorial support on grant applications, reports, and tracking;
  - Collaborate with the Board of Directors on the planning and execution of select fundraising events;
- Communications (30% or ~ 12 hrs/week)
  - Prepare monthly newsletters;
  - Manage Plant Chicago's social media channels (Instagram, Facebook, and LinkedIn);
  - Collaborate with Program Managers to reach appropriate audiences and stakeholders;
  - Co-create annual communication plans and calendars;
  - Ensure that Plant Chicago's website is up to date;

### Required Skills & Experience

- Have 3+ years of professional experience working nonprofit development and/or communications;
- Ability and desire to work with people of many different backgrounds;
- Highly detailed and organized;
- Proficiency with MS Word, spreadsheets, and Google Drive;
- Availability to work occasional evenings and Saturdays, as necessary;
- Possess excellent interpersonal, written, and verbal communication skills;

### Preferred Qualifications

- Familiarity with Back of the Yards and other neighborhoods on the southwest side of Chicago;
- Passion for sustainability, urban agriculture, food equity, and/or supporting small businesses;
- Spanish language proficiency;
- Experience with CRM and communications platforms (Plant Chicago uses Salesforce and Campaign Monitor);
- Experience with various design platforms (Plant Chicago uses Wix, Adobe Suite, and Canva);

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**Work Environment**

The Development & Communications Manager will work in a variety of settings; however the majority of work is completed in an office. Our operations are essential and are conducted in-person! Due to Plant Chicago's small staff size, this role will participate in event operations on occasion, such as markets, intercambios, and other special events. Please note that most Plant Chicago staff work Tue-Sat schedules and that many events take place on Saturdays. The Manager should expect to have a regular presence at events and programs.

**Budget Overview**

- Plant Chicago's budget in 2023: \$540K
- Total organization budget 2024: \$660K
- Annual budget ~60% foundations, ~15% individuals, and ~10% corporations
- Capital costs: \$1.8 million (95% pledged)

**Compensation**

Salary \$52,500/year. Starting PTO: 18 paid vacation days, 12 paid holidays, 3 flex holidays, 10 paid sick days. PTO increases to 24 days after 2 years of service. 70% of Medical and 100% of Dental/Vision Insurance.

**Anticipated Hiring Process**

The hiring process will include a brief application and two rounds of interviews. The first round of interviews will take place the first week of April. We will attempt to accommodate candidates' schedules as best as possible. Applicants will be selected on a rolling basis. The deadline for priority consideration is 11:59 pm on March 30, 2024. The anticipated start date for the position is late April, 2024.

**To Apply**

Applicants should submit a résumé and [submit a brief application via this form](#). No phone calls or dropins, please.

Plant Chicago is an equal opportunity employer and does not discriminate on the grounds of race, color, religion, sex, marital status, national origin, age, disability, veteran's status, sexual orientation or any other protected status. Plant Chicago is committed to building a diverse and inclusive organization and we are most interested in finding the best candidate for the job. Plant Chicago strongly encourages all interested candidates to apply!