Now Hiring – Program Coordinator, Chicago Funders Together to End Homelessness (CFTEH)

Chicago Funders Together to End Homelessness seeks an efficient, organized, and empathetic colleague to fill the full-time role of Program Coordinator. This is a new position that will provide crucial administrative support for CFTEH, a philanthropic collaborative of 30 local funders working together to address homelessness. The position will report to the Director of Chicago Funders Together to End Homelessness and be housed at Michael Reese Health Trust, which serves as CFTEH’s fiscal sponsor.

The Program Coordinator will support grantmaking, programming, membership, and fundraising activities for CFTEH. In the coming years, CFTEH will be focused on advancing policy change, aligning funding and systems, and shifting power to people most impacted by homelessness. We welcome people with lived expertise of homelessness or housing instability to apply and are committed to offering professional development and opportunities for growth. As Michael Reese and CFTEH evolve in exciting new directions—including a new pooled fund for CFTEH—the Program Coordinator will embrace change by being resourceful and flexible. The successful candidate will have a proven ability to work independently and as part of a team.

The Michael Reese and CFTEH teams are fully remote at the current time due to the COVID-19 pandemic. The salary range for the Program Coordinator position is $50,000-$60,000 in addition to: flexible working hours; 100 percent employer-paid family health, dental and vision insurance; 403(b) retirement plan; generous paid time off (PTO) and paid holidays; plus a paid year-end holiday break.
About Chicago Funders Together to End Homelessness
CFTEH is the Chicago network of the national Funders Together to End Homelessness organization. CFTEH formally launched in May 2020. Since then, CFTEH has grown into a robust community that coordinates efforts across 30 funders including community foundations, private family foundations, corporate philanthropies, and the local United Way. CFTEH aims to coordinate resources, unlock new sources of funding, and address underlying systemic issues that contribute to homelessness. Participating funders collectively invested nearly $30 million to address homelessness in 2020 alone, supporting COVID-19 response, services, shelter, housing, system capacity, and more.

About Michael Reese Health Trust
Michael Reese incubates, strengthens and advocates for health solutions to ensure all Chicagoans can live healthy lives. We partner with organizations across Chicago by providing grant funding and advisory support to advance their work through our Incubation, Grantmaking and Advocacy programs. We carry on the values of the Michael Reese Hospital to provide quality, compassionate and accessible health solutions to Chicago. To learn more about our programs and current priorities, please visit wearemichaelreese.org.
Specific Role Functions

GRANTMAKING
- Provide administrative support for CFTEH's emerging pooled fund including:
  - Maintain funder agreements including reporting deadlines, grantmaking restrictions, reapplication deadlines, etc.
  - Support Michael Reese staff in processing grant applications, reports, award letters, and payments
  - Offer administrative support for grantmaking process including, for instance, scheduling site visits, coordinating steering committee meetings, maintaining communication with grantee partners, etc.
  - Provide support for a participatory grantmaking pilot that shares decision-making power with people with lived expertise of homelessness

PROGRAMMING
- Provide administrative support for monthly funder meetings including preparing agendas, taking meeting minutes, distributing materials, and managing calendar invites
- Manage shared file system with centralized materials for participating funders
- Support back-end program logistics including online recordings and technical support during meetings
- Provide logistical support for in-person convenings when safe including identifying meeting space, coordinating catering, and assembling meeting materials
- Liaise with vendors as needed to operate CFTEH

MEMBERSHIP
- Maintain CFTEH member roster with up-to-date contact information
- Support funder communications including regular update emails, monthly e-newsletter, fact sheets, and CFTEH webpage
- Provide administrative support for CFTEH steering committee/co-chair meetings
- Help schedule calls between CFTEH director and members
FUNDRAISING

- Maintain records in donor management system including grant application and report deadlines
- Research and maintain list of prospective funders
- Support writing of grant applications and progress reports
- Execute and organize grant agreements and other related paperwork
- Collaborate with Michael Reese administrative and finance teams to track the status of CFTEH pledges and payments
- Draft acknowledgement letters for financial contributions
- With Director, help track and budget CFTEH revenue and expenses

Qualifications

- Commitment to social and racial justice issues and to CFTEH’s efforts to help prevent and end homelessness in the Chicago region
- Interest in learning about philanthropy, advocacy, policymaking, and systems change efforts to address homelessness
- 2-5 years of relevant experience in an administrative or programmatic role
- Detail-oriented and highly organized
- Strong editing and writing skills
- Strong communication skills that build trust and respectful relationships with colleagues and funders
- Ability to prioritize and complete tasks in a timely fashion
- Ability to take initiative and resourcefully and creatively solve problems
- Commitment to collaboration
- Technical proficiency in Microsoft Office Suite including Word, Excel, and PowerPoint
- Preferred prior experience with membership management technology tools such as Raiser’s Edge, Survey Monkey, Google Drive, Zoom, Doodle, etc.
Compensation and Benefits

$50,000-$60,000 salary range for full-time role plus benefits including:

- Paid time off and paid holidays
- Paid parental leave and short-term and long-term disability leave
- Health, dental, and vision insurance (100% employer paid)
- Retirement benefits
- Compensation for phone and at home office supports (equipment, internet, technology, etc.)

Work Environment

- It is expected the Program Coordinator will work remotely most of the time, however a space for in-person work and meetings may be available as needed.
- While performing the duties of this job, the employee is regularly required to talk, hear, and use hands to operate office equipment.
- Travel to other sites in the Chicago area may be required. If sites are not ADA compliant, travel could be exempted or otherwise accommodated.
- Workplace is a smoke- and drug-free environment.

Equal Opportunity Statement

CFTEH and Michael Reese Health Trust are enriched by the diverse lived experiences, beliefs, and ways of thinking that employees bring to our shared work. We strongly encourage people of color, women, LGBTQ+ and gender nonconforming people, people with disabilities, and people who have experienced homelessness to apply. Fair consideration is given to all qualified applicants regardless of criminal record. CFTEH is committed to providing equal employment consideration without discrimination on the basis of race, sex, disability, religion, national origin, ancestry, military status, marital status, sexual orientation, gender identity, age, or any other legally protected status.

Application Process

We invite candidates to send a resume and cover letter as a single document by Friday, March 18, 2022 to hello@wearemichaelreese.org with “CFTEH Program Coordinator” in the subject line. Applications will be considered on a rolling basis.