



Position Title: Development & Communications Associate

Reports to: *Director of Development and Communications. Works closely with CNT management, senior staff and project managers on development and communications activities.*

Organizational Background

The Center for Neighborhood Technology (CNT) is an award-winning creative think-and-do tank that advances urban sustainability by researching, inventing and testing strategies that use resources more efficiently and equitably. CNT's eclectic and dynamic staff works across a range of disciplines and issues- including energy, climate, transportation, community development and housing, and natural resources.

CNT, together with its two non-profit affiliates, CNT Energy and I-GO Car Sharing, engages in four primary activities:

- Researching & analyzing urban problems;
- Advocating for public policies that could help solve those problems;
- Developing web-based information tools to change how people – residents, policymakers and market actors – understand and act in response to those problems; and
- Designing and launching economic development social ventures to address those problems in innovative ways.

See our website for more information at www.cnt.org.

Position Description

The purpose of this position is to: 1) provide administrative and programmatic support for Development and Communications; 2) manage donor database; 3) coordinates general gifts fundraising from individuals and family foundations; and 4) monitor all media coverage and provide monthly reports.

Duties and Responsibilities

Development

Holds primary responsibility for the coordination of fundraising from individuals and family foundations up to the \$999 level. Also assists with major gifts and grants, as necessary.

- Develop annual general gifts operating plan and track progress of general gifts efforts against goals.
- Manage \$240 giving society, including solicitation, benefits fulfillment and donor service.
- Manage database of current and prospective funders, including gifts and solicitations.
- Maintain development files and records, agency mailing list and donor database.

- Create database queries and computer reports, both according to predetermined schedules, as well as on an “as needed” basis.
- Process incoming donations & send out timely donor acknowledgment letters.
- Organize and generate other correspondence with donors, such as new donor welcome letters, lapsed donor appeals, holiday card/calendar mailings, annual reports, etc.
- Implement annual direct mail, renewal, lapsed donor, and online giving campaigns.
- Coordinate special events for general gifts donors/prospects.
- Assist with major gifts and grants efforts as needed.
- Prepare and send out agendas for Development Committee meetings.
- Process income and generate weekly financial reports.

Communications

- Update and manage a database of media outlets and reporters.
- Track and archive media coverage and prepare monthly reports and Board press packets. Update website’s press room and CNT media board on a monthly basis.
- Assist with the creation and distribution of publicity materials, including press kits, fact sheets, media invitations and notices, reports and other materials. Manage CNT’s library of publications.

Office Management

- Maintain office supplies and equipment inventory. Purchase stamps and program supplies, letterhead, directories; order subscriptions, etc.

Other

- Assist with special projects as need dictates, such as job searches, donor tours and special office-wide projects and perform other duties as assigned.

Qualifications

1. Bachelor’s degree and minimum 2 years relevant fundraising, marketing/public relations, or other experience working with non-profit organizations. Annual giving and/or membership experience preferred.
2. Demonstrated experience in database use required.
3. Computer skills must be excellent. Proficiency in word processing, spreadsheets, and email programs required. Knowledge of desktop publishing software a plus.
4. Excellent writing, editing and proofreading skills. Strong oral communication skills.
5. Strong background in maintaining records and filing systems, both hard copy and electronic.
6. Attention to detail and accuracy.
7. Well-organized and comfortable with deadlines, details, and shifting priorities.
8. Dependability in meeting regular working hours. Ability to work a morning, evening or weekend on occasion for donor activities.
9. A desire to work collaboratively. Willingness and ability to be persistent, to work under deadlines and maintain a cooperative spirit in a pressured work environment.
10. Willingness to become informed about CNT programs.

11. Knowledge and experience in community development, urban planning, housing, energy or environmental studies and marketing a plus.
12. Integrity and a sense of humor.

Evaluation Schedule

This position will be evaluated once a year for compensation and promotions.

Salary

Commensurate with experience

Employment Policy

It is the policy of the Center for Neighborhood Technology that all employees are employed at the will of the Center for Neighborhood Technology. Continued employment is subject to funding availability and job performance.

Anti-Discrimination Policy

The Center for Neighborhood Technology is an equal opportunity employer that does not discriminate against any employee or job applicant based on race, color, national origin, religion, sex, sexual orientation, age disability, veteran status, or marital status. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, termination, promotion, transfer, layoff, leaves of absence, compensation and training.

How to Apply:

Please send cover letter and resume by September 10, 2010 to:

Human Resources/Center for Neighborhood Technology
2125 W. North Avenue
Chicago, IL 60647

Fax to 773-278-3840 or email to bridget@cnt.org

Please write Development and Communications Associates in the subject line or on the envelope.

No phone calls please.