



**Building
Communities.
Empowering
Readers.**

Who We Are:

WITS (Working in the Schools) is the largest literacy nonprofit providing mentorship to students and professional development to teachers in Chicago public elementary schools. WITS' approach to promoting literacy prioritizes the goals of individual students, teachers, and schools so that their success is meaningful and lasting. We believe that all students - regardless of race, ethnicity, national origin, gender identity, sexual orientation, socioeconomic status, citizenship, or ability - deserve the space to be themselves.

WITS sets students on a trajectory for success by building critical literacy skills and developing positive self-identity through teacher led professional development and volunteer powered mentorship programs. WITS recognizes that structural racism, housing discrimination, and resource disparities prevent school communities from reaching their full potential. We strive to use our funding, energy, and time to support students and educators in achieving their literacy goals. Each year, our combined volunteer and teacher professional development investments in Chicago Public Schools (CPS) are valued at \$3.4 million.

WITS connects people across real and perceived boundaries. Cultivating relationships between diverse groups of people builds empathy and understanding. Together, we are a community of readers who find strength in sharing stories, and perspective.

WITS staff must adhere to our core values: Mission Focused, Accountability, Teamwork, Communication, Leadership:

- Team members acknowledge that WITS is the sum of our parts and work holistically across program and development departments to ensure the success of the organization.
- Team members set clear expectations, adhere to deadlines, deliver high-quality work, and provide and accept honest feedback; they take ownership of their own performance.
- Team members support their colleagues on projects by understanding their role and being organized, prepared and proactive.
- Team members communicate with timeliness, clarity, and appropriate frequency.
- Team members assert and champion their own expertise.

Organization-wide requirements

WITS is a small organization doing big work that requires team members to take on projects outside of the department or role-specific expectations. Examples of the type of work you will do include but are not limited to:

- Writing blogs and creating content for WITS marketing and communications.
- Supporting the WITS team in coordination of, as well as attending, after-hours events each year. Signature Events - Required Attendance - Blackboard Affair, Community Celebration, Annual Meeting, WITS Talks, one Study Hall, December Board Meeting, one Thank-a-thon.
- Regularly updating and maintaining assigned WITS data and metrics.
- Participating in professional development.

We know there are great candidates who might not check all these boxes or who possess important skills we haven't thought of. If that's you, don't hesitate to apply and tell us about yourself. WITS provides Equal Employment Opportunities to all employees and applicants for employment. We encourage members of traditionally underrepresented communities to apply, regardless of race, ethnicity, national origin, gender identity, sexual orientation, socioeconomic status, citizenship, or ability.



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Job Title: Development Coordinator
Department: Development
Salary: \$42,000

Classification: Full-time
Reports to: Chief Development Officer

Purpose of Role: This employee is responsible for administrative duties for the development department related to fundraising, marketing, donor engagement and contributes to the overall revenue growth and sustainability of the organization.

Individual Accountabilities

- Assist with creation and implementation of development plan and strategies including annual appeals, major donors, foundations and corporate giving, and special events.
- Lead research process to identify new grant opportunities for WITS and submit proposals.
- Manage outreach to various prospects and key stakeholders working with CDO and CEO to coordinate communication and meetings.
- Assist with notes, minutes, and other assigned tasks related to the Board of Directors and Associates Board.
- Attend Board of Directors and Associates Board quarterly meetings.
- Assist with aspects of the WITS Blackboard Affair (including donor and guest management, p2p fundraising, communications, etc.)
- Communicate regularly with donors and stakeholders.
- Assist in weekly and monthly team meetings and reports as needed.
- Create collateral, materials, and written communication for fundraising activities.
- Maintain accurate constituent information in WITS' database (Salesforce).
- Assist with other projects, as assigned.

Indicators of success

- Effective and proactive project management.
- Consistent and positive communication with external constituents.
- Effective implementation of assigned tasks that support the development department.

Key Collaboration Network

Key Shared Accountabilities

- Work with CDO on assigned activities (appeals, campaigns, giving, etc.)
- Work with development department on board related activities.
- Collaborate with Operations Manager on database and reports.

Key Collaborators

- Chief Development Officer (CDO)
- Chief Executive Officer (CEO)
- Development Director
- Operations Manager

Key Capabilities and Leadership Behaviors

- Understanding of and commitment to the mission, vision, and goals of WITS.
- A desire to adapt and grow.
- A self-starter and finisher who can see a plan through from conception to completion.
- Ability to give directions and synthesize information from multiple individuals.
- Agile working style and willingness to adapt.
- A strong ability to develop compelling and grammatically accurate written communication across varied mediums.
- Team player and team builder.
- Strong ability to work independently and identify next steps to accomplish goals.

Decision Rights

- Decisions connected to development plans and strategies that support administrative tasks.
- Process and organization in which we identify new grant opportunities.
- Process in which board meetings and activities are organized and managed.

Skills and Experience Required

- Interest and desire to learn how to become an impactful development professional.
- Organizational and problem-solving skills and the ability to prioritize and manage several projects efficiently.
- Proficient in Google Suite, Microsoft Office, and willingness to learn new digital tools.
- Ability to manage while balancing close-knit culture with achievement of key indicators of success.

Physical Demands

- Must be able to bend, squat, and climb stairs daily.
- Must be able to lift 30 lbs.