



MANAGER, FOUNDATION, AND CORPORATE PARTNERSHIPS

Ingenuity's development team is comprised of two highly collaborative leaders who partner to design and implement the organization's year-over-year fundraising strategy and initiatives: a Manager of Foundation and Corporate Partnerships and a Manager of Individual Donor Engagement. Both roles report to the Chief of Staff, with a matrix report to the Executive Director. In addition to partnering on overall development strategy, the Manager of Foundation and Corporate Partnerships specializes in foundation, corporate, and government fundraising. Key responsibilities include:

Organizational Fundraising (60%)

- Create innovative strategies to expand existing and new institutional funding partnerships and grant-seeking opportunities.
- Serve as Ingenuity's primary liaison to institutional donors.
- Collaborate with the Ingenuity team to inform and strengthen grant proposals and reports.
- Collect, maintain, and analyze/evaluate anecdotal data to assist with grant proposals and reports.
- Co-create key fundraising-related materials, including print, brochures, communications to stakeholders, including funder solicitations and acknowledgment, and newsletters.
- Actively engage institutional donors in Ingenuity's ongoing work, activities, and events.
- Co-lead fundraising strategies and logistical plans for Ingenuity's annual fundraising event.
- Co-develop and lead smaller donor engagement events to cultivate and/or steward new and existing individual/organizational donors.

Leadership and Strategy (40%)

- Co-manage the creation, implementation, and fulfillment of strategies and goals in an annual Development Strategy Plan and goals, aligning to program priorities, Ingenuity's Strategic Plan, and the Development and Community Engagement Board Committee's consideration and approval.
- Co-develop and monitor the Development's department's annual operating budget.
- Track revenue, maintain appropriate documentation, and liaise with Ingenuity's external accountant to ensure accurate financial records.
- Oversee donor database systems and record-keeping procedures.
- Prepare staff and Board for meetings with prospective and current institutional donors.
- Develop regular grants progress reports to staff and appropriate Board committees.
- Serve as one of two primary liaisons and staffers to the Ingenuity's Board Development Committee.
- Oversee meeting planning logistics and engagement.
- Coordinate and prepare Committee-approved materials for Board meetings.
- Engage the Board of Directors in leveraging their networks for support of Ingenuity.

Desired Skills, and Experience

- Four plus years of collaborative strategic fundraising with a community-based, nonprofit.
- Excellent writing, editing, proofreading, and speaking skills.
- Detail-oriented with the ability to synthesize complex information into clear and concise language.
- Goal-oriented with the ability to prioritize and accomplish tasks individually and collaboratively.
- Ability to build relationships with various organizational stakeholders.
- Fiscal management and budgeting skills.
- Commitment to anti-racism, diversity, equity, and inclusion practices.
- Experience, familiarity with, or connection to Chicago's philanthropic, arts/arts education, youth development, and/or civic community is preferred.
- Proficiency with Microsoft Office and fundraising databases.

Compensation and Benefits

This is a full-time, salaried position and the salary for this position starts at \$60,000. Ingenuity offers a generous health insurance and benefits package, matching retirement plan contributions, personal days, and paid vacation and sick time.



A competitive benefits package is provided, including:

- Medical and dental insurance*
- Life insurance*
- Short- and long-term disability insurance*
- Pre-tax Commuter Expense Reimbursement Plan
- IRA retirement plan with up to 3% employer match
- Substantial vacation (accrue up to fifteen (15) days in year 1)
- Two (2) personal days + six (6) sick days per year
- Ingenuity recognizes eleven (11) standard company holidays and up to four (4) optional (flex) holidays chosen by each employee - for a total of up to fifteen (15) paid holidays per calendar year.

** Medical and dental premiums, life insurance, and short- and long-term disability are provided at no cost to the employee.*

Submission Instructions

All inquiries will be held in confidence. To apply, please visit <https://www.ingenuity-inc.org/about/get-involved/> and send your resume to employment@ingenuity-inc.org with the email subject: Manager, Foundation, and Corporate Partnerships.

Candidates invited for interviews with the Ingenuity team will be asked to provide a thoughtful letter of interest indicating their specific qualifications for the opportunity, desire to join Ingenuity, and connection to its mission.

Review of applications will begin immediately and continue until the successful candidate has been selected. As a current Chicago Public Schools vendor, individuals entering employment with Ingenuity will be required to submit an annual background check.

About Us

Ingenuity was born from a city-wide collective impact movement that coalesced hundreds of arts education stakeholders in solving a complex problem: arts inequities in Chicago Public Schools (CPS). Since 2011, Ingenuity has collected and analyzed CPS school-level data to influence sector-wide decision-making, fuel arts-supportive policies, and identify opportunities for improved resource distribution to all CPS students.

We lead collective efforts across public and private sectors to launch data-driven frameworks that are helping to close the gap to arts education access in CPS schools. Ingenuity serves as the “connective tissue” between Chicago’s arts education stakeholders, including small local arts organizations, large cultural institutions, teaching artists, CPS leadership, and the City of Chicago. Together, we advance systemic change in CPS arts education through data and research, partnerships and learning, systems building, and direct investments in CPS schools.

EEO and Diversity, Equity, and Inclusion

Ingenuity is an equal opportunity employer. Ingenuity encourages qualified candidates of any gender, race, class, sexual orientation, faith, disability, or age to apply, including ALAANA candidates, transgender and gender non-conforming candidates, as well as candidates from all socio-economic backgrounds. All applicants will be evaluated on a merit basis.

Ingenuity has partnered with the Morten Group (Morten), a Chicago-based consulting firm founded and led by Mary Morten, to serve as our chief thought partner and consultant to establish goals and monitor progress towards Ingenuity's efforts to serve as an exemplar anti-racist organization.

COVID Statement



100% of Ingenuity's staff and consultants have been vaccinated and boosted. In the interest of maintaining safety, as well as Ingenuity's ability to continue normal operations and programs, all staff are requested to obtain a COVID-19 vaccine/ booster in accordance with eligibility criteria in advance of their start date.

Ingenuity employees are currently expected to work in the office two days a week (Tuesdays and Wednesdays), with a strong likelihood of adding an additional in-office day TBD. Employees will be given as much notice as possible as expectations change.