



CREATIVE SCHOOLS FUND MANAGER

Organization Background

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.

To learn more about Ingenuity’s work visit our website: www.ingenuity-inc.org.

Creative Schools Fund Overview

Launched in 2012, the Creative Schools Fund (CSF) has invested over \$16M in teacher-designed arts education programs within Chicago Public Schools. CSF strategies accelerate and deepen Ingenuity’s mission of ensuring every student, in every school, in every grade has access to quality arts education programs as part of a well-rounded education. Weaving across every Ingenuity program, CSF plays an integral role in Ingenuity’s work:

- **Addressing inequities surfaced in data:** Ingenuity’s data work shines a light on where investments might target the most impact; CSF grants then activate change within schools experiencing the least systemic arts access. In return, CSF granting is a source of qualitative data that expands Ingenuity’s understanding of the arts education landscape.
- **Bolstering holistic sector supports:** Ingenuity’s Partnerships and Learning team surfaces key assets, best practices, and needs within the arts sector that are, in turn, integrated into CSF investment strategies. Grant opportunities through CSF also enable deeper engagement within the partner community. This is a key organizational priority moving forward.
- Ingenuity’s **advocacy** work, visibility efforts, and sector-wide collaboration are all bolstered by its philanthropic role.

Since 2012, CSF has reached over 60% of schools in CPS with investments ranging from smaller multi-year partnership grants to larger, sustained support for school-wide arts planning and capital improvement projects. Currently, CSF is supported through a mixture of public and private funding. Contributions from the Mayor’s Office of the City of Chicago, Chicago Public Schools, C3/Lollapalooza, and significant individual and institutional gifts from Ingenuity donors form the backbone of the Fund’s sustainability strategy.

Philanthropic Approach

Ingenuity believes that certified arts instructors are an essential part of embedding and anchoring the arts within a school. Arts instructors provide the access, minutes of instruction, and breadth and depth of instruction that students receive. More than any external providers, arts instructors understand their school’s culture. As such, the Creative Schools Fund makes investments directly to schools to support teacher designed arts learning programs that fill gaps in arts instruction for their students, expand curriculum and teacher skills, and better sustain access to the arts for every student in every grade.

While the Creative Schools Fund makes investments directly to schools, partnerships with external arts organizations form the majority of grant proposals and awards, and the Creative Schools Fund is often a key source of revenue for arts nonprofits.



Ingenuity stewards city and private funds through an objective, quasi-public process that engages representative stakeholders in strategy design and grants decision-making. Grant rubrics, strategies, and decisions are grounded in data, developed in partnership with cross-sector constituencies, and intended to support highest grant impact without undue burden to grantees. Grant decisions are driven through a review committee of paid arts education practitioners and community members who utilize a public rubric to form grant recommendations for approval by the Ingenuity Board of Directors.

Position Overview: Roles and Responsibilities

The Creative Schools Fund Manager is a unique, newly-created strategic role that will administer and support Creative Schools Fund investment growth and granting strategies to ensure grant impacts are aligned with donor stewardship to further advance Ingenuity's mission. This role will include robust relationship management with both school grantees and CSF donors. This role will also be charged with formalizing pathways for connection between donors and schools through creative deployment of existing mechanisms like grant reviews, site visits with schools, and end-of-year exhibitions and performances.

Roles and Responsibilities

The responsibilities for this role are two-fold: **CSF Grants Administration** and **Fund Development**.

CSF Grants Administration (60%)

The Creative Schools Fund Manager will provide strategy, oversight, and administration of CSF investments in CPS schools. They will draw connections between equitable approaches to arts education programming and deeper impact for the Fund. They will think creatively about points of entry for schools with less systemic arts access and ensure funds are able to authentically build and sustain capacity in schools.

Strategy Development, Data and Design

- Design and execute creative granting strategies aligned to Ingenuity's mission, current data and analytics, and the CPS and arts education landscape.
- Leverage data towards new analyses and insights in support of deeper impact.
- Plan with Ingenuity's data team on grants reporting and data collection processes, exploring the potential for deeper data insights through CSF grants, and vice-versa.
- Establish annual timelines and processes in partnership with CPS Department of Arts Education and CSF public donors.
- Continually review grants strategies, processes, and systems for accessibility and inclusion.
- Infuse each year's planning with learning from previous years and feedback from grantees.

Grant Application and Reporting

- Oversee the grant-making cycle – including materials development, administration of grant application and reporting processes, grants review and decision-making.
- Serve as the primary point of contact with schools seeking and/or receiving grants – including information sharing, outreach regarding grant opportunities, technical support throughout the grant process, and accountability structures.

Grant Governance

- Recruit members to, and lead an existing, committee of paid practitioners and community members who review applications, recommend grants to the Ingenuity Board of Directors, and conduct site visits with schools.
- Shepherd grant approvals through the Ingenuity Board of Directors; regularly report on CSF impact.



Collaboration

- Lead Ingenuity's partnership with CPS to oversee and distribute grant funds; help ensure grantee compliance with CPS policies; ensure bi-directional feedback with the CPS Department of Arts Education is continuous throughout grants processes.
- Maintain continual communication with Ingenuity's Partnerships and Learning team to ensure a cohesive CSF vision across school and partner constituencies, and to identify mutually reinforcing activities across these sectors.
- Work with financial administrators to properly account for and monitor CSF revenue and allocations.
- Work with Ingenuity's Data team to inform strategies and decision-making with data, and to analyze grant results.
- At the individual school level, work closely with schools and their arts partners to assist in troubleshooting and to ensure successful programs with positive student outcomes.
- At the district level, help identify opportunities for better support, clarity, or efficiencies in partnership development for schools and arts nonprofits.

CSF Fund Development (40%)

The Creative Schools Fund Manager will lead development strategies and build relationships to fuel CSF growth and amplify the impact of Ingenuity's philanthropic arm. At times, this may include matching and aligning donor interests and grant strategies, as well as design of opportunities for connection across these constituencies. This position will have either a leadership or supporting role in every gift targeted for CSF - depending on the constituent, gift target, stage within the cultivation cycle, type of activity, and donor profile.

Leadership and Strategy

- Engage constituents across sectors in a shared vision for philanthropy's role in arts education access and quality.
- Infuse CSF stewardship with core Ingenuity values, including equity, collaboration, and strategies guided by data.
- Build partnerships that can expand and deepen the potential for impact within CSF strategies.

Prospecting & Cultivation

- Support relationship building with major new prospective donors by making connections throughout the cultivation cycle.
- Work in close collaboration with the Ingenuity Development and Communications teams to ensure a seamless donor experience across these functions.

Solicitation

- Define and scope CSF activities in alignment with donor interests/designations, when appropriate.
- Ensure compliance with all solicitation protocols regarding donor recognition, gift designations, and financial record-keeping.

Stewardship and Ongoing Management

- Support the organization's successful delivery of promises to donors.
- Oversee the organization's work to analyze the impact of CSF strategies and articulate it for external audiences, in coordination with the Ingenuity Data team.
- Create ongoing and routine opportunities for donors to inform grants strategies, connect to schools and partners, and play a role in advancing Ingenuity's impact, beyond their financial support.
- Act as the ambassador for CSF impact within the Ingenuity donor community writ large.

Knowledge, Skills and Experience

- Familiarity with public school systems, preferably Chicago's.
- Some fundraising experience with a community-based, nonprofit, or service organization.



- Some experience in arts education program design and implementation.
- Excellent communications skills, including writing, editing, proof-reading, and speaking. Ability to synthesize complex information into easily-understandable written products and presentations.
- Strong project management, attention to detail, with the ability to accomplish projects with little to no supervision. Ability to manage and prioritize tasks across multiple work streams.
- Experience working with diverse stakeholders; excellent interpersonal skills.
- A strong work ethic, with high expectations for oneself and the quality of work.
- Excellent relationship-building skills with all stakeholders, including colleagues, Board members, prospects and donors, key community civic leaders, and vendors.
- Strong fiscal management and budgeting skills.
- Proficiency in the Microsoft Office Suite and donor databases (DonorPerfect and GiveCloud preferred), and/or the ability to quickly learn new software.

Desired Background

- Previous lived experience, interest in, or connection to Chicago's arts/arts education, youth development, and/or civic community.
- Demonstrated commitment to anti-racism, diversity, equity, and inclusion practices.
- A strong grasp of multifaceted fundraising practices; developing and leading data-driven programs; mission-centric writing; and leading fundraising and donor engagement events.
- Familiarity with the Chicago philanthropic community preferred.
- Ideal candidate is expected to have a Bachelor's degree. Candidates without a degree who have significant relevant work experience will also be considered.

Reporting Relationship

This work will be conducted in close coordination and partnership with Ingenuity's talented Development and Communications team. The Creative Schools Fund Manager reports to the Chief of Staff, with a matrix report to the Executive Director.

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.*

Location and Travel

Ingenuity's offices are based in Chicago's River North neighborhood. Minimal travel outside of Chicago and may be expected occasionally and may include participation in professional conferences.



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.

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, a leader within Chicago's Black community and an expert in national racial equity work. Since February 2021, Morten has served 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 that intentionally centers diversity, equity, and inclusion (DEI) through our internal practices and external work.

Now, in phase three of five, Ingenuity is finalizing an Equity Action Plan that will provide Ingenuity with a tangible and visible roadmap for our equity journey, with metrics and accountability measures. We intend to realign our organizational strategies and tactics according to priorities that surface during this initiative, and upcoming strategic planning for FY23-25.

Background Checks

As a current Chicago Public Schools vendor, Ingenuity is required to submit annual background checks for all employees.

Working at Ingenuity

Working at Ingenuity means becoming part of a talented team of passionate, smart people who value inclusivity and innovation, are dedicated to Ingenuity's mission, and are always looking for new ways to advance educational equity. We offer a competitive salary and benefits package and a unique opportunity to work with people and organizations in arts education throughout Chicago and beyond. Candidates who possess flexibility, maturity, vision, personal fortitude, and a sense of humor will find it a pleasure to work here.

Submission Instructions

To apply, please visit <https://www.ingenuity-inc.org/about/get-involved/> and send resume and cover letter to employment@ingenuity-inc.org. Kindly use the position title as the subject line of your email. All inquiries will be held in confidence.

A cover letter is not required with your initial application but is welcomed to help us understand your fitness for this role during our initial evaluation. 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.

ingenuity