The Candidate

- Our ideal candidate is someone looking to jumpstart their nonprofit management career, specifically in the areas of Development and Operations.
- This is an ideal role for an early-career professional who has a growth mindset, exceptional attention to detail, superb written communication skills, and the ability to handle diverse and dynamic responsibilities throughout the organization.
- Successful experience in nonprofit development, operations, or finance is preferred, but not required.
- This is a hybrid (remote & in-office) role, and the person must be able to commute to the office, located in the Loop, weekly.

Job Function

The Operations and Development Associate primarily performs administrative, financial and development support tasks related to the functionality of the organization. The Associate will help to support grant, individual, and corporate fundraising, financial and operational systems, and day-to-day organizational management. This person will work closely with the Executive Director, Operations Manager, Development Manager and the Senior Development Manager, to whom they will report directly.

Responsibilities

Operations Support
- In collaboration with the Finance team, managing all internal finance processes, including but not limited to tracking employee reimbursements, expense reporting, check requests, and related processes and systems.
- Overseeing bi-weekly time tracking processes; managing timesheets, reconciling against grants, and submitting for payroll processing.
- Managing office supply ordering and organization, and acting as a resource for employees, interns and volunteers regarding supplies and use of office equipment, for both in-office and remote use.
- Managing the general CAASE email inbox; responding to emails when possible, or directing them to the appropriate staff person.
- Supporting the management of all technology, office equipment and space; maintaining the CAASE property log to track technology and equipment.
- Supporting the coordination of staff events, meetings and training; including reserving conference rooms and taking meeting notes.
- Organizing and maintaining operations records and shared folders.
- Assisting the Operations Manager with other projects and administrative support.

*This position will require working from the CAASE office, currently located at 307 N. Michigan Ave, Chicago, IL, 1-2 days per week. The following tasks apply primarily to this position on in-office days:*
- Serving as the first point of contact for office guests, including coordinating with security to grant access to guests of CAASE when necessary and being available to assist guests in restroom use, accessibility needs, or getting connected with the appropriate staff person.
- Ensuring all common areas are kept clean and stocked with necessary supplies.
- Receiving and sorting all physical mail; for checks and notices of payments: opening, logging, scanning, forwarding them to the appropriate staff person(s), and saving in the operations folders.
- Making weekly deposits of checks via physical bank deposit.

**Development Support**
- Supporting all aspects of special event planning and execution, including sending invites for donor cultivation events, managing registration and/or ticket sales, vendor assistance, and logistics such as coordinating setup/breakdown of events with Development Manager.
- Maintaining all materials for events including ensuring sufficient stock of standard materials such as digital and physical copies of collateral, frames, tablecloth, etc. and ordering event specific banners, signs, and awards.
- Managing volunteer applications and maintaining the volunteer database through CAASE’s constituent management system, eTapestry.
- Serving as the primary contributor to eTapestry completing input of donations, creation of acknowledgement letters, and assistance with other management, such as cleaning up accounts and/or data, as assigned.
- Assisting the Executive Director with CAASE Board of Directors administration, including but not limited to: ensuring board information, board manual, and board committee files are consistently up to date, preparing for monthly board meetings, and collaborating on board special projects.
- Attending collaborative Development & Communications meetings and supporting with any administrative tasks that result therein.
- Providing scheduling assistance, support staffing and note-taking for CAASE Development meetings including but not limited to: Board fundraising and event committee meetings, Federal Grants Team meetings, Storytelling Group meetings.
- Assist in gathering attachments and reports requested by funders at direction of Senior Development Manager.

Education and Experience

- Candidates must be committed to feminist principles and social justice, practicing intersectional equity in all facets of the work, and ending the perpetration of sexual harm in Chicago and Illinois.
- A minimum of three years of relevant experience in an administrative, operations, or development role.
- The ideal applicant will have prior experience in supporting financial processes and managing databases. Experience with Blackbaud applications is a plus.

Preferred Knowledge, Skills, and Abilities

- Intermediate skill level in Microsoft Word, Excel, PowerPoint, and Google Suite required, and ability to learn new systems.
- Demonstrated project management and organizational skills; able to meet multiple deadlines by setting priorities and identifying resources.
- Exceptional organization skills and strong attention to detail required.
- Highly collaborative mindset both internally and externally; comfortable working both independently and as part of a team, and engaging with diverse stakeholders.
- Ability to think strategically, juggle multiple priorities, adjust to changing circumstances, resolve problems creatively and logically, organize time efficiently, and remain attentive to details.

Salary and Benefits

The role is a hybrid, full-time, 40 hours per week position, with the ability to work remotely in Chicago and/or in-person at CAASE’s Chicago Loop office. **COVID-19 vaccinations are required for candidates as of their first day of employment.**

**Status:** Full time, non-exempt.
Reports to: Senior Development Manager

The starting annual salary for this position is $50,000 and may be negotiable depending on experience.

CAASE strives to provide a comprehensive and equitable benefits package, including health and dental coverage with employer contributions to premiums, optional vision coverage, and employer paid life insurance. CAASE offers a robust 401k plan with a 2% employer contribution regardless of employee elections. CAASE offers remote work stipends to partially cover phone and internet expenses for those to whom it applies. CAASE also has generous paid time off, including regular vacation time, flexible sick time which can be used for mental health, preventative health and family wellness, regular paid holidays (including floating holidays,) and long term paid medical and parental leave.

Application Instructions

Please submit a resume and cover letter to hr@caase.org. No phone calls please. If you need any assistance or accommodations during the application process, please contact hr@caase.org.

Studies have shown women, LGBTQ+ folks and/or BIPOC are less likely to apply for jobs unless they believe they meet every single one of the qualifications described in a job description. We are committed to building a diverse and inclusive organization and we are most interested in finding the best candidate for the job. We are eager for applications from people with non-traditional backgrounds, and we strongly encourage all interested candidates to apply.