Chief External Affairs Officer

POSITION DESCRIPTION

Thrive Chicago seeks to hire a Chief External Affairs Officer to oversee Thrive’s philanthropic relationships and external communications efforts while supporting Board and Leadership Council management in partnership with Thrive’s President & Chief Impact Officer.

01 BACKGROUND

Thrive Chicago (www.thrivechi.org) creates collaborative networks of people and data that drive innovation so all of Chicago’s young people can Thrive.

Thrive deploys a set of four key capabilities:

- Convening and connecting public and private partners in the youth sector
- Elevating research and data that identifies the city’s areas of greatest need and best practices to address those needs
- Co-designing innovative solutions with community partners
- Strategizing to systemically fund the most impactful solutions

02 THE CHIEF EXTERNAL AFFAIRS OFFICER WILL LEAD THRIVE IN

Philanthropic Relationships

As a senior member of Thrive Chicago’s dynamic and growing team, the Chief External Affairs Officer will oversee Thrive’s philanthropic relationships and the structures that support them. This role will be at the forefront of navigating how to support philanthropy’s role in collective impact and in funding authentic and sustainable collaboration in Chicago. Simultaneously, this role will be responsible for establishing Thrive’s fundraising goals and executing strategies toward those goals in partnership with the Thrive team. In 2019, Thrive Chicago will operate with a budget of roughly $4 million with approximately $1.25 million passing through Thrive to partner organizations executing collaborative strategies. As part of this work, the Chief External Officer will supervise Thrive’s Director of Operations. Given the startup nature of Thrive Chicago, the Chief External Affairs Officer will have to flex between high level strategic leadership and senior relationship navigation to grant writing and project management.

Communications

The Chief External Affairs Officer will oversee the design and execution of Thrive’s external communications strategy as well as the broader goal of messaging collective work and its impact more generally. This includes the development of presentation materials to communicate Thrive’s work as well as working with Thrive’s media partners, Ox Creative and Fig Media, to create unique video, web and outreach content and identifying new creative avenues for dissemination of the messaging. This position will also oversee Thrive’s annual Opportunity Youth Summit as well as the production of Thrive’s annual reports on in school and out of school youth (links embedded).
Board & Leadership Council Relations

Thrive’s Chief External Affairs Officer will work hand in hand with Thrive’s President and Chief Impact Officer in engaging Thrive’s governance bodies and designing board development strategy. This includes implementing a feedback loop with the governing bodies, with targeted materials that help them identify opportunities to deepen their engagement with the collective work as Thrive matures.

03 QUALIFICATIONS AND SKILLS

In any new enterprise, start-up staff must excel in a fluid environment, innovate on the fly, and be willing to take on tasks as needed to move forward. Thrive Chicago is no exception. Successful candidates will have the following qualifications and characteristics:

• A passion for systems change, community organizing, coalition building and strategic work
• Excel in a fast paced, challenging and shifting landscape
• Proactive leadership in being able to make the position ‘your own’ and contribute beyond the job requirements
• Excellent writing and verbal communication skills, with an ability to communicate complex information clearly and effectively
• Able to quickly and creatively solve problems with incomplete information
• Strong interpersonal skills, with the ability to develop productive relationships with stakeholders across functional and organizational lines
• Able to keep many priorities in motion, constantly seeking out information to advance key projects and tasks forward with a deep focus on details and accuracy
• At least 10 years of senior-level experience and demonstrated success in business development and fundraising proficiency in designing both digital and print fundraising materials and presentations
• Bachelor’s degree from an accredited college or university required.

04 COMPENSATION AND BENEFITS

Salary and benefits will be competitive and commensurate with experience.

05 APPLICATION INSTRUCTIONS

Please submit a resume/CV and cover letter to info@thrivechi.org with YOUR LAST NAME and “Chief External Affairs Officer” in subject line. We will review applications on a rolling basis, so it is to your advantage to apply as soon as possible.

Thrive Chicago believes in equal employment opportunities for all, regardless of color, religion, sex, national origin, disability or any other legally protected classification. Thrive’s policy is to hire and promote the most qualified applicants and to comply with all federal, state and local equal employment opportunity laws.