



## **JOB ANNOUNCEMENT**

Coordinator, Member Networks

### **About Forefront**

Forefront's mission is to build a vibrant social impact sector for all the people of Illinois. Founded in 1974, we are the nation's only statewide membership association for nonprofits, philanthropy, public agencies, advisors, and our allies. We provide education, advocacy, thought leadership, and project management to attract investment to the sector, develop top talent, improve systems and policies, and build organizational capacity. Currently, our Members number over 1,100. Our Nonprofit Members work in 26 issue areas across the state. Our Grantmaking Members include private foundations, such as family and independent foundations, public charities, corporations, donor-advised funds, charitable trusts, and individual philanthropists. Our Advisor Members include consultants, attorneys, investment managers, and other professional advisors to grantmakers and nonprofits. We also actively engage social entrepreneurs, impact investors, and B-Corps in our work to spur innovation in the sector. Together, our efforts help educate children, shelter the homeless, enrich the arts, and address a host of other critical issues to create healthier and more vibrant communities throughout Illinois. Read more on our website at [myforefront.org](http://myforefront.org).

### **About the Position**

Within the context of the Forefront mission, Member Engagement provides opportunities for networking, education, policy engagement, leadership development, partnership and collective action among members. It also includes the Forefront Library, which is the largest philanthropic collection in the Midwest and offers unique services and resources to both the philanthropic and nonprofit sector throughout Illinois.

The Coordinator, Member Networks reports to Director, Member Networks.

### **General Job Description**

The Coordinator, Member Networks works closely with the Vice President, Member Engagement and the Director, Member Networks to implement the service and program goals of Forefront and work collaboratively across the organization to provide the full suite of member Engagement.

### **Essential Job Duties and Expected Outcomes**



1. Assists the Director of Member Networks in the facilitation of Forefront Member Networks that are focused on learning around common interest areas.
2. Supports the Director of Member Networks in planning the workshops and determining goals, as appropriate.
3. Manages the coordination of member programming for assigned groups, including working with members, scheduling programs, disseminating meeting invitations, preparing materials and notes.
4. Recommends, through regular research, updated resource links for assigned member web pages to keep them relevant and up to date.
5. Works closely with the Vice President, Member Engagement and Vice President, Strategy & Policy to execute organization-wide programming.
6. Works with Administration department to ensure that Forefront offers first-rate hospitality, including room readiness & set-up, catering coordination, food and drink presentation, etc.
7. Provides inter-departmental support to cover Library reference desk, education and training sessions, and other events, as needed
8. Participates effectively in identification of prospective members and the recruitment process.
9. Maintains expenditure records for member groups.
10. Maintains required job skills and core professional competencies. Attends and participates in required educational programs and staff meetings.
11. Performs other duties as assigned.

**Performance Measures:**

- Goals for assigned Member Networks are achieved, as outlined in the operating plan.
- Assigned member groups' programs are planned in a timely manner and provided excellent customer service.
- Meetings, registrations and data are entered accurately and in a timely manner.
- All reporting on programs and meetings is timely and accurate.
- All Member meetings and programs run smoothly and efficiently.
- Meeting and program attendance records are accurate and current.
- Meeting and program participant inquiries are responded to with timely, accurate and relevant information within 24 hours.
- Meeting and program participants are treated respectfully and with excellent customer service.



- Member programs are well supported.
- Demonstrates excellent customer service both internally and externally.

#### **Continuing Professional Development**

- Accepts feedback from supervisor and implements it into practice on a consistent basis.
- Maintains knowledge of funder and Agency technology needs, and new trends in technology related to non-profit organizations.
- Shares information obtained at trainings and seminars with other staff members.
- Provides Human Resources with training attendance certificates as they are obtained.

#### **Position Qualifications:**

- Bachelor's Degree related field.
- Strong facilitation and project management skills.
- Excellent written and verbal communication skills.
- Data entry and database user experience.
- Attention to details and accuracy in data entry and logistical planning.
- Demonstrated ability to prioritize tasks and follow through on projects.
- Demonstrated ability to maintain composure in fast-paced environment.
- Demonstrated ability to maintain a professional, cooperative and friendly work attitude with an emphasis on accuracy, timeliness, and service.

**Special Conditions:** Overtime, occasional travel.

#### **To Apply**

Send a resume and cover letter to [recruitment@myforefront.org](mailto:recruitment@myforefront.org), or via postal mail to Forefront, 208 South LaSalle Street, Suite 1540, Chicago, IL 60604.

#### **Application Deadline**

February 28, 2017

*No phone calls please. Forefront is an equal-opportunity employer.*