Faith in Place empowers Illinois people of all faiths to be leaders in caring for the Earth, providing resources to educate, connect, and advocate for healthier communities.

Position Description
Faith in Place is an interfaith, environmental nonprofit (501c3) organization. Our mission is to empower Illinois people of all faiths to be leaders in caring for the Earth, by providing resources to educate, connect, and advocate for healthier communities.

Faith in Place organizes faith leaders, groups, and members to make a positive environmental impact by starting Green Teams. Green Teams are three or more members of a house of worship who provide cooperative leadership to educate, connect, and advocate for environmental programs and consciousness within the context of their faith community's unique culture, history, and theological practices. Green Teams are trusted messengers, mobilizing their fellow faith community members for environmental action. Faith in Place's vision is to actively coach Green Teams spread across Illinois, reflecting the state's racial, ethnic, language, socio-economic, geographic, and faith diversity. Supporting each other, Green Teams and people of faith lead the environmental movement toward justice. The better coached a Green Team, the easier it is to implement impactful green programs and mobilize to effect change.

The Development Coordinator joins development staff who work together to raise and track donated funds to support Faith in Place outreach and programming. Donors include individuals, houses of worship, fee for service, corporate sponsors, foundation grants, and government grants across our programs in energy and climate change; sustainable food and land use; water preservation; youth empowerment; and advocacy.

The Development Coordinator will also provide limited support to the Faith in Place Action Fund, a separate 501c4 nonprofit organization. The Faith in Place Action Fund raises memberships and motivates lobbying for environmental justice at the Statehouse in Illinois. The Faith in Place Action Fund uses a number of tools to hold candidates and elected officials accountable to create more environmental justice jobs in Illinois. These tools include grassroots lobbying, legislator scorecards, questionnaires, interviews, and candidate endorsements.

Responsibilities
- Assist with development efforts with Faith in Place donors such as individuals, houses of worship, corporations, and sponsors for special events
- Oversee ongoing updates of and maintain EveryAction fundraising database, including entering all donor data, generating reports, tracking, and pulling data to create and format lists
- Reconcile differences between EveryAction database entries and QuickBooks entries
- Responsible for administrative projects such as sending letters, mailing prizes, nametags,
formatting email lists, creating event décor and promotional items, etc.

- Assist with donation requests, follow-up, acknowledgement, and correspondence with current and prospective donors such as timely phone calls, emails, and written correspondence
- Collaborate with staff and volunteers on logistics and plans for events throughout the state
- Be present at all fundraising events, as assigned
- Participate in weekly staff and departmental meetings, staff retreats throughout the state, and assigned project teams
- Other activities as assigned
- Occasional weekend and evening work required
- Work is remote during the COVID-19 pandemic. When professional public health guidance determines that the pandemic has receded, at least some work may be at our main office at 720 E. Lake St., Ste. 920 in Chicago

**Qualifications**

- Exceptional organization, attention to detail, and experience meeting goals in tight timeframes
- Exceptional computer skills, including familiarity with standard business computer applications and databases
- Preferred one to two years of donor management software/database experience; EveryAction (preferred) or other such as Raiser’s Edge, Salesforce, Salsa
- Strong writing skills
- Passion for environmental justice issues
- Willingness and ability to become well-versed in environmental justice issues and all programs offered by Faith in Place
- Entrepreneurial spirit and willingness to learn and grow
- Ability to effectively communicate and work with internal and external individuals from a wide variety of backgrounds, religious traditions, and political beliefs
- Able to process and exercise discretion when handling confidential information and materials
- Bachelor’s degree required; significant professional experience may be substituted

**Additional Benefits**

A comprehensive benefits package is offered to full-time employees of Faith in Place. These benefits, with some employee contributions, include medical, dental, vision, life, and short-term and long-term disability insurance, employer matched SIMPLE IRA plan, and transit withholding, and begin the first of the month following start of employment. Up to 20 paid vacation days, 2 paid personal days, and 2 paid sick days will begin after 6 months of employment. Paid holidays are also included upon hire. Monthly cell phone stipend and, during the COVID-19 work-from-home period, an internet stipend is provided along with a $500 one-time payment to help with home office needs.

**Anti-Discrimination Policy**

Faith in Place is an equal opportunity employer that does not discriminate against any employee or job applicant based on race, color, national origin, religion, sex, sexual orientation, age, disability, veteran status, or marital status. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, termination, promotion, transfer, layoff, leaves of absence, compensation and training.

**To Apply**

Please send a cover letter and resume to Valerie K.A. Skarbek at valerie@faithinplace.org.

Posting Date: 06/2/2021