



Program Officer, Community Investment

WHO WE ARE

At the [Pritzker Traubert Foundation](#), we believe that economic opportunity and community-based leadership are the cornerstones of a vibrant Chicago. Every day, we partner with visionary leaders to implement bold plans to connect talent to jobs, support access to capital, and build an inclusive and growing economy. Because when all of Chicago's neighborhoods and neighbors thrive – especially those who have been left out of economic investment in the past – the city works better for everyone.

Pritzker Traubert Foundation's Community Investment strategy invests in the talent and ideas that are being developed on Chicago's South and West sides. Chicago Prize, one of the Foundation's flagship initiatives, provides capital to a community-led plan that uses real estate development to produce significant economic impact and improve the quality of life in neighborhoods. This investment helps to create jobs, grow businesses, and increase wealth for Black and Brown workers, entrepreneurs, and residents. After awarding the inaugural Chicago Prize in 2020, Pritzker Traubert Foundation committed an additional 30 million dollars to this work over the next five years. This year, we launched the second round, [Chicago Prize 2022](#). These investments will be strengthened through an additional investment of five million dollars of complementary grants.

THE ROLE

Reporting to the President, the Program Officer is responsible for leading the Foundation's community investment strategy, specifically the Chicago Prize effort. A successful candidate is deeply committed to racial equity, economic opportunity, and compelled by the knowledge that talented people continue to be systematically excluded due to their race, community, and life circumstances.

The candidate will have deep project management capacities and a working understanding of community development issues. They will identify and support scalable opportunities for impact and partnership. The candidate will have a track record of continuous curiosity and learning. They will be adaptive, flexible, and a creative problem solver with comfort serving in a visible role.

The Program Officer will be responsible for the following duties:

Lead the community investment portfolio and run the Chicago Prize (75%)

- Manage the overall Chicago Prize team to ensure that the process runs smoothly, and strong grantees are identified and funded.
- Manage grant agreements for Chicago Prize awardees in partnership with our internal RFP review team.
- Provide oversight to the relationship with the \$10M Chicago Prize 2020 recipient.
- Work with our relationship coach and the evaluation partner for the 2020 award.
- Identify opportunities to promote and celebrate the work of Chicago Prize 2020 awardees.
- Develop a long-range plan for the Community Investment portfolio (Chicago Prize 2024).
- Represent PTF by presenting at key tables, forums, and conferences.

Support other areas of PTF work and grantmaking (25%)

- Lead the communication strategy to support the Foundation's mission and the Chicago Prize work
- Participate in strengthening the PTF brand and overall investment strategies
- Support additional investment opportunities as directed by the President
- Keep abreast of emerging practices and trends in philanthropy

WHAT SUCCESS IN YEAR ONE WILL LOOK LIKE:

- Successful management of Chicago Prize 2020 work by supporting Auburn Gresham.
- Successful implementation of Chicago Prize 2022, leading to strong awards by year-end that include strategic investments in a pipeline for Chicago Prize 2024.
- Building relationships with other stakeholders to leverage and increase impact in the community investment area, including the team of Chicago Prize advisors.
- Effective management of program associates, interns, and a team of consultants.
- Building a future strategy for community investment giving.
- Supporting PTF by contributing to other aspects of the portfolio.
- Working with the President to develop and execute on a communications strategy for PTF and Chicago Prize.

EDUCATION AND EXPERIENCE REQUIREMENTS

Experience:

- Bachelor's Degree required
- Minimum six years' relevant experience in community development, real estate development, project management or finance, consulting, and/or philanthropy

- Previous role profiles could include community development/real estate practitioners, communications directors, social impact and/or management consultants, non-profit executives, program directors, and/or philanthropic advisors.
- Demonstrated experience managing complex projects with diverse teams.
- Ability to work and cultivate relationships with diverse constituencies, including employers, non-profit and community leaders, and political leaders.
- Experience working with social media, websites, and other communication tools.
- Track record of exercising sound judgment, humility, courteousness, and reliability.

KEY ATTRIBUTES AND SKILLS

Qualified candidates must possess a “can-do” work ethic and mindset, exceptional communication and collaboration skills, and must believe in the power of philanthropy to advance strategic and systemic objectives. An ideal candidate is passionate about creating meaningful opportunities to fund impact and scale and is comfortable working on a small team.

Additionally, we are looking for:

- Ability to work on a small team
- Excellent organizational and project management skills and ability to effectively prioritize multiple tasks and meet deadlines
- Outstanding written and verbal communication skills
- Strong interpersonal, relational, and presentational skills
- An outcome-focused approach that is informed, data-driven, and empathetic
- Proficient practice with issues of diversity, specifically around race, class, gender, ability, and equity in the workplace
- Professional technology skills, including Microsoft Office Suite 365, Google Suite, Zoom, Salesforce, other online/virtual training and meeting platforms, and experience with social media tools

TRAVEL, WORK SCHEDULE, AND PHYSICAL REQUIREMENTS

- Hybrid in office work schedule to the PTF Office at 444 W. Lake, Chicago
- Periodic travel to Chicago-area grantee and partner sites
- Requesting everyone be vaccinated

COMPENSATION AND BENEFITS

- \$100,000 - 150,000 depending on experience
- Comprehensive benefits, including:

- Paid time off including: 15 vacation days, 2 personal days, 5 sick days, and 9 paid holidays
- Additionally, the PTF office is closed between the week between Christmas and New Year's Day
- Comprehensive medical, dental, and vision plans
- Long-term disability, life, and AD&D insurance provided
- Other benefits include healthcare and dependent care FSAs, transit, and 401k plans as well as access to gym on-site

TO APPLY

We are expecting many applicants for this position and encourage interested candidates to apply early.

Since strong writing skills are essential to the success of this role, we request one to two writing samples, both of which should be able to be reviewed in a reasonable amount of time. Either or both samples can be excerpts of a larger sample as long as they are less than two pages.

To apply, submit your cover letter, resume, and writing sample to hr@ptfound.org.

The Pritzker Traubert Foundation is an equal opportunity employer. We encourage applications from all individuals regardless of age, gender, race, ethnicity, religion, or sexual orientation, and evaluate all candidates based on merit.