



**Job Description**

Position: Development Associate  
Supervised By: Development Manager  
FLSA: Exempt  
Status: Full Time – Monday through Friday 9 a.m. to 5 p.m.  
Location: 1922 N. Pulaski Road, Chicago, IL 60639

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*Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.*

**Organization Summary:**

SCH's mission is to provide comprehensive counseling, education and housing resources necessary for Latinos and other low-to-moderate income families in the Chicagoland area, to develop competence and responsibility in meeting their financial and housing needs, and advocate for and proactively promote additional resources for them. SCH has three locations to serve the North and South sides of Chicago and sees over 10,000 clients per year with a current budget of \$2.5 million. We deliver quality programs and compassionate service to all residents in need.

**Job Summary:**

The Development Associate is responsible for identifying, defining, and developing funding sources to support existing and planned program activities as well as coordinate the development, writing, and submission of all grant proposals, and reports to third-party entities. The Development Associate will also support the overall Development function by soliciting and stewarding existing donors and identifying prospective donors (individuals, corporations and foundations) to support the work and mission of Spanish Coalition for Housing. Ideally, the individual in this role will assist the Development Manager and the Executive Director in managing all aspects of fundraising via multiple funding vehicles as well as in the solicitation and planning for Spanish Coalition for Housing special events and initiatives.

**Responsibilities:**

- Responsible for researching, identifying, developing, and responding to public and private grant and marketing opportunities as aligned with fund development priorities and strategies.
- Generates revenues for SCH programs and services through timely submission of well-researched, well-written, and well-documented grant/fund raising proposals with required supporting documents.
- Prepares thorough and timely reports to government, corporations, foundations, and other funders.
- Engages staff, board, and partners to play supportive roles in the identification, preparation and advocacy of proposals.
- Ensures timely, accurate tracking and reporting of all corporate, individual, government and foundation donor activity in database.
- Develops detailed fundraising and financial reports, and queries for the Executive Director, Development Manager, other departments, and board members when requested.
- Contributes to the development and implementation of funding calendar activities.

- Updates and maintains overall systems for fundraising, including but not limited to: effective set up and maintenance of database, accuracy of donor and prospect names, salutations and contact information.
- Solicits existing and prospective sponsors to support the organization's events.
- Collaborates with accounting department to ensure the development of proposal budgets and timely submission of financial reports.
- Daily upkeep of organization's social media.
- Coordinates agency mailings and other administrative functions.
- Assists with coordination, promotion and logistics of special agency events, to include press releases.
- Mandatory participation of Saturday events hosted by employer and/or affiliates of sponsoring agencies.
- Performs other duties as assigned/ special projects as assigned.

**Qualifications:**

- A bachelor's degree with a minimum of two years of solid experience in grant writing and contract administration.
- Experience in grant writing and fundraising.
- Proficiency in database management.
- Knowledge of local philanthropic community.
- Proficiency in Microsoft Office Suite including Microsoft Word, Excel, PowerPoint, and Outlook.
- Exceptional attention to detail and data verification.
- Execution of work with a sense of urgency.
- Ability to work in a dynamic and fast-paced environment both as part of a team and individually.
- Accountability for work and have a high level of professional and personal integrity.
- Trustworthiness with knowledge of confidential foundation and donor information.
- Interest in community development, housing issues, organizational development and communications.
- Effective oral and written communication skills.
- Reliable Transportation.
- Bilingual English/Spanish preferred but not required.

**Compensation:**

Compensation is \$37,000 - \$45,000 based on education, experience and qualifications. Excellent compensation package; affordable health insurance, dental, and life; employer-matching 401K contribution; and opportunities for professional development.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee must occasionally lift and/or move up to 30 pounds. While performing the duties of this job, the employee is regularly required to use hands and talk or hear. The employee is frequently required to stand; walk; sit; reach with hands and arms balance, stoop, kneel or crouch.

Spanish Coalition for Housing provides equal employment opportunities (EEO) to all employees and applicants for employment with regard to race, color, religion, sex, national origin, age, disability or genetics.

**To Apply:**

Submit cover letter, resume, and three professional references to:  
Jennifer Singletary via email to [jsingletary@sc4housing.org](mailto:jsingletary@sc4housing.org).

Please put your last name, first name in the Re: subject line and also indicate where you learned of the open position in your email. Position begins immediately. No phone calls please.

