



POSITION DESCRIPTION TITLE	Director of Corporate and Foundation Relations
FUNCTION	Development
LOCATION	Chicago, IL
REPORTS TO	Chief Development Officer
STATUS	1.0 FTE, Exempt
DATE	August 7, 2019

We are Hiring!

Do you want to make an impact on the lives of kids, schools, families, and communities? Do you dream of being in a job that enables you to truly collaborate with others to implement change and make a difference? Action for Healthy Kids® (AFHK) is looking for an individual to join our team as the Director of Corporate and Foundation Relations, based in Chicago, IL.

You

The Director of Corporate and Foundation Relations plays a key role in the success of AFHK by driving the organization's philanthropic partnerships, with a focus on corporate and foundation giving, to support the health of the whole child. Use your relationship-building talent to cultivate and steward national prospects, working to deliver significant gifts from institutional supporters.

Us

Action for Healthy Kids is a national non-profit organization, raising the bar on the health of the whole child to extraordinary levels across the country. AFHK mobilizes school professionals, families and communities to take actions that lead to healthy eating, physical activity and healthier schools where kids thrive. We partner with dedicated volunteers—teachers, students, moms, dads, school wellness experts and more—from within the ranks of our 140,000+ constituency to create healthy school changes. We are committed to impacting holistic changes with a focus on serving students from under-resourced communities. We're raising the expectations of our existing team, and contributing to a culture of philanthropy. In 2019, the organization's fundraising goal is \$8,000,000.

Action for Healthy Kids is an equal opportunity employer. We celebrate diversity across multiple and intersectional dimensions, including but not limited to race, ethnicity, socioeconomic background, sexual orientation, religious beliefs, gender identity, disability status, and age and are committed to creating an inclusive and welcoming environment for all employees.

Our Ideal Candidate

- Education: Bachelor's degree
- Minimum 5 years of relevant nonprofit, CSR or social impact experience required.
- Strong experience in resource development and fundraising in a non-profit organization.
- Advanced proficiency in using technology for fund development, including fluency in videoconferencing, CRM, and Microsoft Office Suite.
- Exemplary development writing expertise, such as: grant proposals, concept presentations and pitches for both corporate and foundation audiences.
- Corporate and foundation stewardship with a proven track record of success in securing five and six figure gifts.
- Demonstrated experience in managing corporate partnerships, cause-marketing campaigns, and employee engagement activations.
- This position is based in our Chicago, IL headquarters. Possible consideration for remote candidates based in major metro areas located in CA or NY.

How Will You Spend Your Day?

- Cultivate and steward national prospects to deliver significant gifts from corporate and foundation supporters working in partnership with the CEO, CDO and AFHK boards.
- Work reciprocally and cross-functionally regarding the creation, ideation, and submission of concepts and proposals, with a specific focus on growing revenues for the Active Schools initiative.
- Maintain oversight of the national institutional funding calendar, including foundation, corporate and government proposal submissions and reports.
- Serve on cross-functional parent engagement matrix team.
- Support and attend key AFHK events, functions and speaking engagements.
- Travel required up to 15%.
- Occasional evening and weekend work required.

Core Values and Competencies:

- Leadership
- Execution
- Innovation
- Mission-Driven
- Communicator
- Collaborative
- Hustle

Are you passionate to activate a movement for healthier schools where every child is happy, healthy, active, and ready to learn? Please submit a resume, cover letter, and writing sample to rspears@cnpstaffing.com with “**Director of Corporate and Foundation Relations**” in the subject line.