



## Foundation Relations Manager

*Do you believe everyone should have good health care?*

*Do you love to write and have great attention to detail?*

*Are you a powerful storyteller? A relationship builder?*

The Foundation Relations Manager role at CommunityHealth is a unique opportunity to apply your skills to helping ensure quality health care for all... while working in a flexible, friendly, multicultural environment where everyone is passionate about the same goal.

### The Opportunity

CommunityHealth seeks to hire a full-time Foundation Relations Manager. Under the supervision of the Director of External Affairs, the Foundation Relations Manager (FRM) will manage a busy grants calendar (primarily foundation and corporate grants) and build funder relationships. In addition to grants, the FRM may also have an opportunity to write other fundraising communications, such as annual appeals, award nominations, etc.

### Responsibilities

- Assumes the lead role for the grants program: writes letters of interest, proposals, and reports for funders; works with program staff to ascertain program goals, budgets and status updates; schedules and manages site visits; maintains funder communications/relationships
- Creates and manages master grants calendar to ensure all deadlines are met
- Researches and identifies new funding opportunities
- Works with Director of External Affairs and senior management team to research and identify fundable opportunities to advance the organization's strategic plan.
- Prepares monthly development planner and year-end reports with Director of Finance and Administration; contributes to monthly forecasting
- Participates in the preparation of the revenue budget, as well as the monthly forecasting and reporting for the board of directors and finance committee
- Ensures ethical and sound financial administration of contributed grants income, including overseeing the donor and prospect records for foundation and corporate funders

### Qualifications

- At least 3 years of relevant work experience, specifically writing and project management (preferably grant writing), with a demonstrable record of success
- Superior written and oral communication skills
- Strong organizational and time management skills required, with outstanding attention to detail
- Proficiency with Microsoft Office (including Word, Excel, Powerpoint, and Outlook). Experience working with a donor database/CMS system is a plus.
- **LIFE EXPERIENCE:** We know that many of your most character-building experiences do not show up neatly on a resume. Please use a cover letter to tell us why you would be a good fit for this job, focusing especially on those qualifications that do not appear on your resume.

## Compensation

- The starting salary range for this position is \$48,000-\$60,000, dependent upon experience.
- CommunityHealth values wellness and work/life balance for our employees. To that end, we offer a wide range of benefits for employees, such as a hybrid in-person/remote work schedules, health insurance, retirement savings, a variety of opportunities for paid time off, and more. Read more about our [Total Rewards Package here](#).

**To apply: Interested candidates should submit a cover letter and resume (NO PHONE CALLS) to: [Istarr@communityhealth.org](mailto:Istarr@communityhealth.org)**

CommunityHealth is an equal opportunity employer and is committed to building a diverse team. Bilingual (especially Spanish or Polish speakers) candidates and BIPOC individuals are strongly encouraged to apply.

*NOTE: All employees are required to be fully vaccinated against COVID-19 and boosted when eligible as a condition of employment (or must obtain approval of a medical or religious exemption prior to start date).*

## About CommunityHealth

Founded in 1993, CommunityHealth is the largest volunteer-based health center in the nation. We provide primary and specialty care, medications, lab testing, mental health services, and health education at no charge to low-income, uninsured adults in Chicago. [Visit our website to learn more!](#)