

Care for Real
Programs & Partnerships Manager

Reports directly to: Director of Community Engagement

Date: January 2023

Indirectly reports to: Director of Development

Status: Full-Time Exempt

Organization Overview:

Care for Real's mission is to foster a healthy and equitable community by helping vulnerable neighbors overcome food insecurity with dignity. Through locations in Edgewater and Rogers Park, CfR provides food, clothing, pet food, referral, and additional services with compassion to improve the health and well-being of low-income residents to foster a stronger, healthier, equitable, and more stable community. To learn more about who we are and how we serve please, see our website: <https://careforreal.org>

Care for Real is an equal opportunity employer. Care for Real is committed to building a culturally diverse and pluralistic team representative of the communities which we serve. BIPOC/ALAANA* identified individuals, transgender and gender-nonconforming people, people from poor and working-class backgrounds, and individuals with disabilities are encouraged to apply. *ALAANA: African, Latinx, Arab, Asian, Native American

Position Overview:

The Programs & Partnerships Manager is a key team member on the Programs Team. This person works alongside the Director of Community Engagement on the administrative, communication and coordination efforts for Care for Real's volunteer community. The Program & Partnerships Manager develops new and strengthens existing relationships with retail partners to acquire inventory and in-kind items to help Care for Real better serve neighbors and fulfill its mission.

Essential Duties and Responsibilities:

- Manage and coordinate volunteer groups. Responsible for pre-service communication, on-site group orientation, and all follow-up acknowledgements after the services are completed.
- Manage and coordinate regular and special collection drives for food, clothing, personal items, pet supplies, and other items as needed.
- In coordination with the Operations & Warehouse Manager, research and develop new food acquisition partnerships and actively work to maintain existing relationships and to cultivate and steward new relationships through regular communication and special acknowledgements.
- Coordinate teams for collecting food, clothing and personal care items including providing routes for drivers and the logistics of transportation and storage.
- Working with the Director of Development & Communications, research and potential grant opportunities through new and existing corporate partners.
- Partner with the Director of Development & Communications to identify additional funding opportunities through community partnerships and local businesses.
- Support the Development Team with community fundraisers including dine-to-donate events.
- Alongside the Leadership Team, represent Care for Real at community and local events.
- Thoughtfully act as a member of the Care for Real team helping to provide support to volunteers and team members as needed including participating in special distributions and events.

Job Requirements:

- Minimum of 2-3 years of experience working in a non-profit organization in a program management or similar position
- Strong interpersonal skills with demonstrated ability to build trusting relationships among diverse individuals and organizations
- Competency in Microsoft Office Suite and ability to learn and effectively navigate databases and web tools
- Desire and ability to work as a collaborative team member
- Strong organization skills, attention to detail, and willingness to develop systems to address recurring needs and/or challenges
- Skills to take initiative, follow-through, and execute tasks independently
- Possess a strict sense of confidentiality, discretion, and respect for information privacy
- Valid Illinois Driver's License

Benefits and Compensation:

Care for Real is proud to offer a team-oriented and supportive workplace culture. Some of the benefits we offer full-time employees include:

- Health and dental insurance
- Vacation and sick time
- 10 paid holidays per year
- 401(k) retirement plan with employer match

The salary range for this position is \$48,000 - \$52,000 annually, commensurate with experience and skillset.

Care for Real's Work Environment:

This position requires walking, sitting and standing for extended periods of time, the ability to lift up to 50 pounds, and to work a flexible schedule including evenings and weekends. This position will be Tuesday through Saturday.

Care for Real is a smoke, drug and gun-free environment. We are proudly an Equal Opportunity Employer; employment decisions are made in a non-discriminatory manner, without regard to race, ethnicity, creed, religion, color, gender, sexual orientation, gender identity or expression, age, national origin, citizenship status, military service, marital status, orders of protection, handicap, disability or any other factor determined to be unlawful by federal, state, or local statutes.

TO APPLY:

Submit resume and cover letter to careers@careforreal.org

Please include Program & Partnerships Manager in the subject line of your e-mail. Incomplete applications will not be accepted. No phone calls please.