



Job Title: Operations Associate, Chicago Chapter

Reports to: Managing Director, Chicago Chapter

Location: Chicago

Position Type: Full-time, Exempt

Salary Range: \$48k - \$55k

BACKGROUND

Blessings in a Backpack (Blessings) mobilizes communities, individuals, and resources to provide food on the weekends for school-age children across America who might otherwise go hungry. Each week of the school year, Blessings and its thousands of volunteers and partners send a bag of food home with children who, during the week, are fed by the free and reduced meal program. During the 2020-2021 school year, 2.2 million bags of food were distributed to feed kids on the weekend across the country.

The Chicago Blessings Chapter, established in 2019, currently serves over 6,000 children at 96 schools, after school programs and wherever children gather.

POSITION SUMMARY

This position works closely with the managing director to help lead the chapter's food logistics, school relationship management, corporate packing event administration and volunteer management efforts.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The chapter coordinator ensures the chapter's daily programmatic and administrative tasks are completed to enable the Managing Director to maximize their time in external outreach for marketing, relationship building, and fund development.

Program Operations:

- Collaborate with local volunteer teams, program locations, and the food solutions team to manage food forecasting, ordering, inventory, and weekly distribution. Coordinate packing events with volunteers, ensuring alignment with the budget and fund balances.
- Build and maintain relationships with program and distribution locations. Open new Blessings programs, train volunteers, and ensure smooth operations at all sites.



- Update and maintain program data in the Blackbaud database, reviewing menus, MOUs, and volunteer contact information annually.
- Coordinate communication with PCs, including the year-end survey and monthly fund balance reports.
- Work with the managing director to identify and launch new programs and schools, supported by local donors or events, and meet with volunteers before each school year to discuss funding, food procurement, and program updates.

Volunteer Management:

- Cultivate strong relationships with volunteers through education, encouragement, and providing excellent customer service support.
- Conduct an annual training seminar and assist volunteers in developing fundraising and sustainability plans.
- Collaborate with volunteers and staff to find solutions to operational challenges.

Fundraising Support:

- Serve as the lead liaison with the Chicago Associate Board to set fundraising goals, membership levels, and integration with the Advisory Board. Lead the Chicago Mission Ambassadors program by recruiting, training, and deploying members.
- Manage logistics for three annual events and coordinate packing events, collaborating with volunteers, event sponsors, and staff.
- Prepare fundraising letters and donor communications, assist with grant submissions and funder reports, and support donor stewardship through thankyou notes and calls.
- Assist with advisory board meeting preparation, respond to chapter email inquiries, prepare monthly data for funder reports, and collaborate with staff on various projects.

Miscellaneous Responsibilities:

- Create and manage content for social media platforms (Instagram, Facebook, LinkedIn) and develop strategies to increase engagement. Create and send marketing emails, including weekly updates.
- Assist the managing director as needed.

BASIC QUALIFICATIONS

- Dedicated to the Blessings in a Backpack mission, aiming to make a positive impact on the lives of food-insecure children in a dynamic, fast-paced, and entrepreneurial environment.
- Experienced in building relationships with internal and external partners, with leadership in team and operational settings.
- Proficient in Microsoft Office, data analysis, meeting planning, coordination, and financial budget management.
- Ability to regularly travel within the greater Chicago area.
- Ability to occasionally travel outside of the Chicago area for staff trainings/retreats.

PREFERRED QUALIFICATIONS

- Knowledge of Raisers Edge donor database.
- Ability to work some evening/weekend events.

PHYSICAL REQUIREMENTS

- Ability to lift and carry up to 30 pounds.
- Ability to work at a desk and on a computer for extended periods.

BENEFITS

Medical Insurance, Dental Insurance, Vision Insurance, Life Insurance, Short-Term Disability Insurance, Paid Time Off, Paid Holidays, Paid Winter Break, Summer Fridays, FSA Plan, 403(b) Plan

Interested individuals should send cover letter and resume to:
hr@blessingsinabackpack.org (**Relocation assistance is not available**)

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