# Operations Associate

Driven by an ambitious strategic plan to further the implementation of carbon drawdown and sustainability strategies in buildings and communities, Illinois Green Alliance has expanded programs to reach new audiences and inspire climate action locally. We’re now seeking an energetic, dedicated, and detail-oriented professional to assist the Executive Director in the organizational development and administrative management necessary to ensure the organization is effectively and efficiently advancing its mission.

This person is ready to take on new challenges and eager to roll up their sleeves to support our programs with a wide range of administrative, event management, and technical skills. Working directly with the Executive Director, they will assist and implement special events, membership outreach and services, and coordinate administrative functions key to making the organization run smoothly. The job is an opportunity for an ambitious self-starter to learn the skills it takes to manage and grow a mission-based organization.

## Primary Responsibilities:
- Coordinate outreach with members, key allies, and corporate sponsors.
- Take the lead on special projects that grow membership and donor support
- Assist with planning, logistics and correspondence for organizational programs and meetings.
- Assist with various administrative duties related to Illinois Green programs, coordinating budgets and other financial management responsibilities.
- Coordinate the donation process including database management system (donor/prospect data, gift records, and engagement notes), gift acknowledgement, and identifying and tracking prospect solicitation activity.
- Collaborate with the Executive Director on the development and production of annual reports, organizational brochures, flyers, mailings, and other publications and cultivation pieces.

## Qualifications/Skills:
- Strong interest in sustainability, community engagement and/or non-profit administration.
- Proactive, self-starter with the ability to take initiative to solve problems independently and creatively
- Effectively and respectfully communicate with internal and external stakeholders in a variety of different formats
- Ability to manage multiple projects and tasks simultaneously.

## Education and Experience:
Bachelor’s degree from an accredited college or university preferred. The ideal candidate is looking to gain the experience necessary to build a career focused on social impact and organizational management.

## Salary and Benefits:
Salary is commensurate with the relevant professional experience. Illinois Green Alliance offers a competitive benefits package, including paid health and dental coverage, a work-from-home policy, and a 403(b) retirement plan.
To Apply:
Resumes and cover letters should be emailed to: Brian Imus at bimus@illinoisgreenalliance.org or mailed to: 222 Merchandise Mart Plaza, Suite #1502; Chicago, Illinois 60654.
Please submit your resume and cover letter by March 23, 2020.

About Illinois Green Alliance:
The Illinois Green Alliance is a member funded and directed non-profit organization working to transform the region’s built environment to become ecologically sustainable, profitable, and healthy. We accomplish this through education, advocacy and collaboration.

Founded in 2002, Illinois Green Alliance is the state’s only non-profit organization focused solely on green building and community design, construction, and maintenance with a membership that spans the entire spectrum of the Illinois green building community. We engage community leaders and utilize member expertise in education and community outreach through targeted programs and initiatives focused around green homes, communities, schools and existing buildings. Our members are driven by a belief that sustainable technology and building practices are key to strengthening neighborhoods and improving the quality of life for everyone.

Believing that the wide array of perspectives resulting from diversity and inclusion allows all organizations to be more effective, we are committed to promoting diversity and inclusion in philanthropy and the nonprofit sector. We are also dedicated to greater diversity and inclusion within our own organization and provide equal opportunity to people of all races, ethnicities, religions, genders, sexual orientations, gender identifications, abilities, incomes, marital statuses, ages, geographic locations, philosophies, and veteran statuses in all levels of staff and governance. Illinois Green Alliance is an equal opportunity employer and will not discriminate against any employee or applicant on the basis of race, color, national or ethnic origin, religion, age, sex, disability, pregnancy or veteran status.