

## CHICAGO ARCHITECTURE FOUNDATION

**Position Title:** Manager of Community Partnerships

**Classification:** Full-time, exempt

**Position Summary:** Skilled, experienced community organizer needed to research the viability of community-based tour programs and subsequently implement training programs for citizens to lead tours of their own communities. Responsible for establishing and maintaining community partnerships that will support youth education, development, exhibitions and other areas of programming.

**Working Relationships:** Vice President of Program Operations, Vice President of Youth Education, Vice President of Exhibitions & Programs, Manager of Volunteer Services, Director of Institutional Relations

**Reports to:** Vice President of Tour Operations & Guest Relations

### Duties and Responsibilities

#### Community docent program: research, planning and development (year 1)

- Conduct a needs assessment in 10 – 12 Chicago neighborhoods to assess the viability of community-based tour programs.
- Research and develop a program strategy for implementing community-based tour programs.
- Coordinate related research and planning activities, including involvement by CAF docents, CAF staff, other CAF volunteers and partner organizations like LISC/Chicago.
- Collaborate with CAF Development Department on fundraising strategies to support the implementation and sustainability of the community-based tour programs.
- Build strategic partnerships that will raise awareness about the organization and grow target audiences.

#### Community docent program: implementation of pilot program (year 2)

- Select communities for community-based tour programs based upon Year 1 interviews and research.
- Coordinate schedules and resources to conduct three eight-week training courses in selected communities.
- Collaborate with CAF Marketing Department to create and implement a marketing plan to advertise the three completed tour programs.
- Create sustainability plan to ensure success of the community-based tour programs beyond the initial training period.
- Create and implement evaluation plan to measure success of training and implementation process.

- Create a “toolkit” of resources and processes that could be used for other communities seeking to start a tour program.
- Continue to conduct training programs on an on-going basis in other communities using the procedures and strategies developed in the 2-year pilot.

### **Community partnerships (on-going)**

- Build relationships with schools within selected communities to strengthen youth education programs, including distribution of curricular materials, teacher training workshops, Newhouse program, school field trips, and other related activities.
- Identify funding and sponsorship opportunities that would build upon community-based partnerships, including ways to connect with funders working in communities that aren’t currently working with CAF.
- Work with programming staff to develop programs that can be conducted in partner communities that tie into existing CAF programs, including exhibitions, adult education classes, symposia, etc.
- Identify communities in which CAF should more actively recruit volunteers including docents, youth education volunteers, visitor services, administration, interns, Newhouse and other roles as needed.
- Work with Open House Chicago program to identify community-based resources and sites.
- Create database of community-based resources that could be used by the Tour Department to construct customized group tours in neighborhoods not currently covered by CAF tours.

### **Education and Experience**

- College degree required, preferable in social sciences, education or sociology.
- Minimum three years experience working with community-based organizations or other outreach work.
- Minimum three years experience working closely with volunteers.
- Organized and energetic individual with the personality to deal effectively with external and internal constituents.
- Experience with training, facilitation and curriculum creation.
- Must be able to manage multiple projects simultaneously.
- Ability to work independently, often outside of a traditional office environment.

EOE M/F/D/V

Please send cover letter, resume and salary requirements to:

Human Resources

Chicago Architecture Foundation

224 South Michigan Avenue

Chicago, IL 60604

humanresources@architecture.org

No phone calls please