



## Senior Development Officer

### **Job Summary:**

The Chicago City Treasurer's Office is seeking a dynamic and self-motivated individual to take on the role of Sponsorship and Community Outreach Lead. This position aims to drive the growth and development activities of organizations affiliated with the "Building Wealth Today for Tomorrow" brand through effective sponsorship campaigns and community outreach efforts. The ideal candidate should have a strong background in marketing, event management, and relationship building, with a passion for making a positive impact in the community.

### **Responsibilities:**

- Develop and implement a comprehensive sponsorship strategy to support the growth of "Building Wealth Today for Tomorrow" partner organizations.
- Identify potential sponsors, both corporate and individual, who align with the mission and values of the organization.
- Collaborate with internal teams to create sponsorship packages and benefits that offer meaningful value to sponsors.
- Engage with potential sponsors, making compelling pitches and negotiations to secure partnerships.
- Track and analyze sponsorship metrics to measure campaign success and make data-driven improvements.
- Develop and manage budgets for sponsorship campaigns and community outreach activities.
- Monitor expenses, ensure cost-effectiveness, and allocate resources appropriately.
- Negotiates contract agreements with sponsors detailing benefits to be received for sponsorship along with works with the Departments of Law and Finance to prepare and finalize contract agreements.
- Represent the Chicago City Treasurer's Office and the "Building Wealth Today for Tomorrow" brand at events, conferences, and meetings.

- Act as a spokesperson for the organization, effectively communicating its mission and goals to potential sponsors and community members.
- Uphold a positive and professional image of the organization in all interactions.
- Provide oversight and strategic direction to a Community Civic Engagement Team and Financial Empowerment & Education Team.

#### **Education and skills needed:**

- Bachelor's degree in marketing, communications, business, or a related field. Relevant work experience can be considered in place of formal education.
- Proven experience in sponsorship management, community outreach, or related fields, with a track record of successful campaigns.
- Strong communication and interpersonal skills, with the ability to build and maintain relationships with diverse stakeholders.
- Excellent organizational and project management abilities, capable of handling multiple initiatives simultaneously.
- Demonstrated ability to work independently, take initiative, and drive results in a fast-paced environment.
- Knowledge of financial literacy, wealth-building, and community development initiatives is a plus.
- Familiarity with the Chicago community and local networks is an advantage.
- Expert knowledge of Microsoft Office products

### **THIS POSITION IS SHAKMAN EXEMPT**

**Annual Salary** Commensurate with experience \$104,496- \$125,400

#### **Application Process**

You must submit the following documents to Amanda Brown, Asst City Treasurer | Director, Human Resources | [Amanda.Brown@cityofchicago.org](mailto:Amanda.Brown@cityofchicago.org)

- Resume (*required*)
- Cover letter

#### **RESIDENCY REQUIREMENT**

All employees of the City of Chicago must be actual residents of the City of Chicago as outlined in Section 2-152-050 of the City of Chicago Municipal Code. Proof of residency will be required.

**City of Chicago**

Brandon Johnson

Mayor