

Position Title:	Development Specialist
Reports To:	Development Director
Supervisory Responsibilities:	None
Status:	Part-time 8 hrs/wk
Salary range:	\$19-23/hr depending on experience
Benefits:	PTO accrual, sick time, 401K match

GENERAL:

Hyde Park Neighborhood Club (HPNC) is an historic and evolving hyper-local nonprofit that brings people together to strengthen the health, vitality, and sustainability of our diverse local community through programs and partnerships, with a particular focus on child and youth development.

Under the supervision of the Development Director, the Development Specialist will guide technology platform optimization across development and communications functions; design, implement, and assess automated/responsive workflow tools and outreach campaigns; assist with event logistics and coordination; assist with grant research and preparation; assist with database management.

PERFORMANCE DIMENSIONS AND TASKS:

Platform Optimization – Support Development Director in better harnessing Salesforce, Constant Contact, Wix website, Canva, and other tech tools.

Automation – Support Development Director in creating and managing automated communications and responsive campaigns for HPNC donors, families, and other stakeholders.

Development Operations – Support Development Director with operational tasks like data integrity management, performance analytics, data visualization for fundraising collateral, and donor research.

Event Logistics & Coordination – Assist Development Director with event vendor and sponsor outreach, coordination, and logistics.

Grants – Research grants and assist in the preparation of grant applications.

PERFORMANCE REQUIREMENTS:

- Dedication to ethics and confidentiality of information.
- Logical thinker and quick learner with technology and data.



- Highly organized with meticulous attention to accuracy and detail. Ability to plan and adhere to schedules. Eye for operating efficiently and effectively.
- Equal parts collaboration and independent drive.
- Combination of goal-orientation and relationship-orientation.
- Warm, courteous, and professional writer. Proactive communicator, active and attentive listener. Prompt and clear emailer.
- Familiarity and experience with the Hyde Park community and Chicago's South Side.
- Intrinsically motivated and aligned with the mission and vision of HPNC.

JOB QUALIFICATIONS:

- Superior research and data management skills required.
- Proficiency with digital marketing analytics, MS Office Suite, and Salesforce preferred.
- Familiarity with grant research and the technical details of full grant application process preferred.
- Must demonstrate a warm and relationship-focused attitude while working with internal and external HPNC community.
- Bachelor's degree and 2+ years' experience in relevant position preferred.

JOB SPECIFICATIONS:

- Work must be completed at HPNC's Hyde Park office location and can be scheduled in coordination with the Development Director on weekday mornings to early afternoons.

TO APPLY: Please send resume and cover letter to snicholson@hpncclub.org with subject line "[your initials] Development Specialist." Additional pre-employment requirement: Background check.

