



COMMUNITY JUSTICE AND PARTNERSHIPS COORDINATOR

WHO WE ARE

Over the past 15 years, UrbanTheater Company (UTC) has produced works that highlight the stories of Humboldt Park and Chicago's Latinx community at large. As a company of Chicago Natives, UTC was founded and is led by people of color and challenges the structural racism and deep inequality in the arts.

For more information visit - urbantheaterchicago.org/about-us

MISSION

UTC is committed to centralizing the power and talents that are innate in every person to tell their communities stories. We serve as a pipeline for a diverse and culturally specific collective of Chicago actors, designers, and producers who embrace the responsibility to create an environment full of honesty, integrity, representation, and acceptance. We create innovative and accessible theater that challenges Eurocentric styles and training.

DESCRIPTION

The Community Justice and Partnerships Coordinator is a position that is rooted in social justice and equitable funding ideologies. It is the voice of our Humboldt Park community and works toward making theater and art education accessible. This person will work directly with UTC's administrative team to develop grant, funding, and fundraising opportunities. Along with the development duties, the position will develop local relationships with Chicago organizations and individuals activating for social change.

HOURS: Part-Time, 15-20 hours a week

SALARY: \$20,000

RESPONSIBILITIES

- Help shape and share ideas around creative funding
- Write and submit grant applications in partnership with the administrative team
- Maintain, organize grants calendar and content information and create focused tasks
- Research additional funding sources
- Assists in helping management in the development of fundraising goals and works to achieve and surpass these goals
- Prepare reports for secured grants as needed
- Prepare an annual 'Impact Report' showing a financial overview and programming achievements and successes over the previous calendar year



- Responsible for managing grants@urbantheaterchicago.org email
- Research and manage funding opportunities to increase capacity
- Build upon the community partnerships and collaborations
- Communicate marketing initiatives to community partners
- Research and apply for grants through portals and grant software (GrantStation)
- Collaborate with the board and executive team to meet with potential funders, including foundations and individual donors
- Collaborate with administrative staff to create an impact report that measures our community engagement and reach
- Foster positive relationships with current and potential business partners
- Collect and maintain detailed individual donor information

IDEAL TEAMMEMBER

- Uphold Anti-racist practices and/or completed anti-racism training
- Strong familiarity with Chicago neighborhoods and its history
- Successful experience in the field of community building, fundraising and development
- Ability to prioritize and manage several milestones and projects efficiently
- Confidence in communication and interpersonal skills with funders and sponsors
- Strong organizational and relationship building skills
- Willingness to embrace new challenges and opportunities

How to Apply:

Please contact Ivan Vega at jobs@urbantheaterchicago.org

No phone calls, please.

URBANTHEATER COMPANY is an anti-racist and equitable organization that disrupts the status quo. We are a collaborative team that actively practices inclusive processes and shared leadership.