



POSITION DESCRIPTION

TEAM COORDINATOR

The Hunter Family Foundation (HFF) seeks our first-ever Team Coordinator to increase our communication, partnership, and administrative capacity. This position will ensure resources and information are accessible and useful for the HFF board, staff, grantees, partners, and community.

HFF provides grants, partnership, and leadership to improve lives in a long-term and sustainable way. We support education, healthcare, workforce development, and the environment in communities where Hunter family members live, work, and have philanthropic interests. Launched in 1993, we work diligently to build and maintain the relationships necessary to achieve our goals and meet the needs of our priority communities.

At HFF, we believe all children and families should have equitable opportunities to LEARN, PLAY, and GROW in their home communities. We think they should be able to access and thrive in:

- Learning environments that nurture their cognitive and social-emotional growth and prepare them for meaningful careers of their choice (LEARN).
- Natural areas close to their homes that are biodiverse, protected, and well-maintained (PLAY).
- Patient-centered, culturally competent health care options and nutritious food programs close to where they live and work (GROW).

The values shared by our board of directors and staff (our internal team) are:

- Responsibility to ourselves, our communities, and our environment.
- Integrity and compassion.
- Trust in each other, our partners, and our communities.
- Belief in a strong work ethic.
- Effort and volunteerism in a hands-on capacity.

HFF is at an exciting stage in our organizational journey as we grow and deepen our work. To strengthen our current assets, including operations, communications, and community responsiveness, we are hiring a **Team Coordinator**. This person will work collectively with our nine-member board of directors, three-member staff, 120+ grantees, and several community partners. The position affirms our commitment to working thoughtfully as a team to authentically partner with each other and community members to achieve the impact we and our grantees seek.

This role is full-time and based near our HFF offices in Lake County, IL, and Chicago, IL. We offer hybrid work (in the office, in community, and work-from-home) and flexible scheduling options. The position reports to the executive director and serves on a collegial, innovative staff grounded in HFF values. Our culture strives to be non-hierarchical, valuing shared leadership, and cross-functional, recognizing we need each other's experience, skills, and guidance to achieve mutual goals.

QUALITIES

We are searching for a **highly collaborative, detail-oriented problem solver** with a proven record of accomplishment in:

- Sustained commitment to HFF's mission, values, and approach.
- Demonstrating empathy, patience, and humility while fostering strong relationships.
- Excellent visual, verbal, and written communication skills.
- Deep listening, thoughtful facilitation, and the ability to connect ideas across multiple team members, sectors, and issue areas to meet shared outcomes.
- Feeling equally adept at learning from and working with people with diverse backgrounds and perspectives. In our case, this includes board and staff members, people with lived experience, residents from historically marginalized communities, nonprofit and philanthropic partners, and government and corporate leaders.
- Co-creating, managing, and following through on multiple projects simultaneously.
- Self-motivation and high dependability.

RESPONSIBILITIES AND COMPETENCIES

The **Team Coordinator** supports effective operations, projects, and communications across HFF's four internal committee-driven domains: Granting, Governance, Investments, and Learning. This individual will also support board and staff engagement in public/private partnerships and other external collaborations that center community members' voices and lead to collective learning and action. The role contributes to the efficiency and effectiveness of the HFF team by providing support that is anticipatory, timely, thoughtful, kind, and organized.

RESPONSIBILITIES

- Board support (20%): Promotes board engagement, including updating the board dashboard, coordinating meetings/events (including supporting a July 2024 retreat), and helping with special projects, including board learning and leadership plans, the family grants program, and time-bound initiatives.
- Staff support (20%): Assists with daily activities, including scheduling, logistics, meeting preparation, note-taking, and follow-up, as well as updating internal knowledge (currently SharePoint) and grants management (Foundant) systems.
- Community Support (20%): Responds to and proactively addresses HFF grantee and partner needs, including assisting with their use of the grants management system and collecting, organizing, and distributing information for collaborative efforts.
- Communications (20%): Co-designs and co-edits HFF presentations, website content, newsletters, social media, and materials for quarterly committee and board meetings.
- Administration (20%): Helps with IT and office issues, team calendars, and workflow coordination, among other emergent needs.

EDUCATION, EXPERIENCE, and CORE COMPETENCIES

- We recognize that the right candidate for this role may come from a range of educational and experiential backgrounds, including, but not limited to, project management, communications, operations, grants management, social impact organizations or initiatives, business, or consulting.
- Seven+ years' experience in the abovementioned fields (or others) or a bachelor's degree plus three+ years' experience.
- Excellent project management skills with demonstrated ability to execute and follow through to achieve intended results.
- Strong understanding of nonprofits and philanthropy.
- Experience with goal setting, planning, measurement, and revision within and across projects.

- Exceptional organizational and critical-thinking skills.
- Proficient with various computer and office systems, Microsoft Office products (Teams, Outlook, SharePoint, etc.), grants management software, and/or other database management systems.
- A high degree of ethical business standards, judgment, and decision-making skills.

COMPENSATION AND BENEFITS

The annual base starting salary for this position will range from \$70,000 to \$85,000. Benefits include health insurance, 401(k) package (HFF matches up to 4% of your contributions with no waiting or vesting period), three weeks paid vacation, eleven federal holidays, nine additional Paid Time Off (PTO) days, flexible remote/in-office work accommodations, and professional learning and advancement opportunities.

OUR COMMITMENT TO EQUITY

HFF is committed to trust-based philanthropy, meaningfully integrating diversity, equity, inclusion, and belonging into our practices, structures, and culture. We are an equal-opportunity employer and do not discriminate based on race, sex, religion, national origin, gender identity or expression, sexual orientation, disability, age, or any other category protected by local, state, or federal laws. We strongly encourage people of color, women, LGBTQ and gender non-conforming people, and people with disabilities to apply.

To Apply:

Applications should be emailed to info@HunterFamilyFoundation.org with only "YOUR NAME": TEAM COORDINATOR in the subject line. Applications must include **1) a cover letter** that outlines your experiences and fit with the qualities and core competencies outlined above and **2) a resume**. Please address any questions you have about this role to that email as well.

Applications will be reviewed regularly, and interested parties are encouraged to apply early. We plan to start interviews in early April and make an offer in early May for a June start date. The names of applicants and interested parties will be held in complete confidence.

Thank you for considering this opportunity.