POSITION DESCRIPTION
Crown Family Philanthropies,
Chicago, IL
Program Analyst, Jewish Giving

About Crown Family Philanthropies
Crown Family Philanthropies (CFP) supports the Crown Family’s philanthropic and grantmaking endeavors. In 2009, after more than 60 years of family grantmaking under the name Arie and Ida Crown Memorial, CFP was developed to represent an array of family grantmaking practices. Today the legacy of Arie and Ida Crown lives on in the work continued by their descendants, who remain dedicated to the Jewish tradition of *tikun olam*, or “repairing the world.” Supported by a professional staff of experts, CFP is led by more than 40 family members across multiple generations who come together to set strategy and make grantmaking decisions. Jewish Giving in one of five program areas for CFP.

About the Jewish Giving Program
The CFP Jewish Giving area is committed to building and sustaining a robust, vibrant and inclusive Jewish community in Chicago and the U.S. The portfolio focuses on the following areas:

- **Education**: Supporting Jewish educational programs, including formal, informal, and experiential modes of learning
- **Engagement**: Connecting Jews of all ages and life stages to opportunities to further their Jewish identity and values
- **Capacity**: Bolstering and stabilizing the Jewish ecosystem both nationally and in the greater Chicago area
- **Anti-Semitism**: Furthering the important and ongoing work to combat hate and anti-Semitism
- **Safety Net**: Supporting social services at all times inclusive of unexpected needs, such as national disasters and the COVID-19 pandemic.

In addition, CFP provides targeted support for Israel in the areas such as at-risk youth, poverty alleviation and access to higher education. For more background information refer to [https://crownfamilyphilanthropies.org/](https://crownfamilyphilanthropies.org/)
About the Position

The Program Analyst position will report to the Director of Jewish and Israel Giving. This position contributes to and completes a four person team. The team works in coordination with trustees through a committee structure to execute the Foundation’s Jewish Giving portfolio. The ideal candidate will have an authentic personal interest in building a robust and vibrant Jewish community. Moreover, successful candidates will have a natural intellectual curiosity and appetite for learning, coupled with the maturity to ask key questions and take on responsibilities and duties with confidence. Key duties and responsibilities include:

Grantmaking analysis
- Support the senior members of the team by assisting with proposal review, site visits and vetting of letters of intents, proposals, and reports
- In consultation with fellow team members, analyze nonprofit financial statements, program data, operational conditions and alignment with committee funding priorities to determine organizational strength and effectiveness
- Attend community, grantee and funder meetings and discussions as a foundation representative. Participate in sector collaborations to enhance understanding of emerging developments in relevant fields

Research and writing
- Prepare write-ups and other materials needed for review of funding requests
- Assist program team to assess data and conduct landscape analyses of priority grantmaking areas
- Research issues relevant to the portfolios and prepare weekly memoranda outlining primary findings and relationships to the foundation’s areas of interest
- Manage communications with assigned grantees
- Prepare summaries of news events related to relevant portfolios, as needed, with brief analysis of the significance to the portfolio’s goals

Grant cycle management and grant administration support
- Support planning, development and production of portfolio materials for grantmaking and strategy meetings, involving Grants Management team -- this includes managing multiple deadlines in the proposal review and meeting preparation process
- Communicate grant cycle process requirements to grantees and applicants, responding to inquiries as needed; exercise judgment regarding managing deadlines, expectations and level of information shared with grantee and candidate organizations
- Serve as liaison between Jewish Charitable program team and the Grants Management team and CFP administration to ensure the grants database is accurately maintained by implementing proper processes for proposals, grant recommendations, grant reports, and grant agreements thus ensuring a seamless transfer of data and relevant information
- Review grantee progress reports and work with relevant program staff to determine if grant requirements have been met
- Actively participate in, support and contribute to Jewish Giving team meetings:
• ensure consistency and efficiency in effective grant review practices across program areas
• lead specified agenda items and related meeting tasks as assigned
• provide input on funding recommendations and strategic priorities; identify and source impactful grants to enhance committee priorities
• assist with strategic development, research, and/or data analysis provide administrative support needed to facilitate grantmaking and grant oversight
• assist in the coordination of meeting planning, site visits and other learning opportunities to increase family engagement

CFP Wide Activities
• Participate in cross-functional teams that advance organizational aims around social impact and family engagement
• Engage in initiatives that foster team collaboration, including meetings, trainings, retreats, and special projects, taking the lead where interest, expertise, and opportunity coalesce

Core Competencies

Knowledge of Jewish life and community
• Experience with or knowledge of issues related to Chicago/national Jewish non-profit communities (significant volunteer or internship roles count as relevant experience)
• A personal belief in the value of building a more robust and vibrant Jewish community

Analytic and Communication Skills
• Ability to analyze complex and controversial issues with objectivity and to discuss and write about such issues in a neutral, balanced, and thorough manner
• Excellent oral and written communications skills, including ability to ask effective questions, listen, observe, and synthesize multiple inputs from diverse stakeholders with sensitivity, diplomacy, and professionalism
• Ability to problem solve independently and as part of a team

Organizational Management, Administrative and Interpersonal Skills
• Meticulous attention to detail, particularly when tackling administrative tasks and data entry
• Mastery of Microsoft Office and proficiency of database or grants management systems
• Superb organizational skills, including ability to prioritize and execute multiple tasks and manage conflicting needs
• Excellent judgment, discretion and professionalism and ability to thrive in a family-centered enterprise environment and respond flexibly to shifting priorities
Compensation

CFP offers a highly competitive salary, commensurate with experience, and an exceptional benefit package.

Education / Experience

- A college degree is required; advanced degree or commensurate experience a plus
- Three or more years of experience with organizations and programs supporting the Jewish community.

How to Apply

Crown Family Philanthropies has hired Sheila Leahy of SAL Consulting Inc. to support the search process. Inquiries are welcomed sal.consulting.inc@gmail.com. Applications will be reviewed on a rolling basis and interested parties are encouraged to apply early. Crown Family Philanthropies is committed to creating a diverse environment and actively seeks all qualified applicants who will be carefully considered without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

To apply, kindly send the following to CFPsearch.Jewish@gmail.com with only your name in the Subject line:
1) A cover letter that describes how your skills and experience meet the qualifications outlined in this position description.
2) Current resume.