

FELLOWSHIP DIRECTOR

Chicago United for Equity is looking for a dynamic, talented, motivated individual to join the organization as a full-time Fellowship Director. **Apply here:** <https://bit.ly/fellowshipdirectorapp>.

You should apply if:

- **Language as a Tool for Equity:** Your speaking and writing consistently reflect a clear, values-led approach that resonates with diverse audiences and champions equity.
- **Creative Vision and Integration:** As a seasoned facilitator, you thrive in integrating written, visual, and digital mediums to expand the imagination of program participants, supporting what's possible, and elevating expectations for our civic institutions.
- **Empowering Leadership:** You find joy in bringing out the best in others. You are eager to work alongside talented individuals, coaching and nurturing them to achieve collective goals and make a meaningful impact.
- **Trust and Authenticity:** You earn trust by being authentic and transparent. Your attentiveness and empathy make people feel heard and valued. You understand both expressed and unspoken needs, proactively addressing them with clarity and follow-through.
- **Navigating and Shifting Power Dynamics:** You are adept at reading the power dynamics in various settings. Through thoughtful choices in speaking, listening, and collaborating, you actively work to shift power toward greater equity and inclusion.

About Us

Chicago United for Equity (CUE) is a network of racial justice advocates working across diverse types of civic power as organizers, researchers, artists, storytellers, policymakers, and lawyers to redesign Chicago's civic institutions and transform Chicagoans' relationship to power.

Our community envisions a different future – and builds the blueprint to get there. Through our [Fellows'](#) work, we build models for how to shift power in government, philanthropy, research, and other civic institutions. Since 2018, we've garnered national recognition for our work developing [people-powered voter guides](#), [participatory budgets](#), and community-led policymaking strategies.

Position Description

CUE is hiring a Fellowship Director whose primary responsibility will be to direct, develop, and oversee the signature Fellowship program, a year-long racial justice curriculum for civic changemakers tackling structural racism through an action-based collaborative leadership model. The ideal candidate for this role excels at facilitating transformative, co-created learning environments, building deep community bonds, and supporting individuals and organizations in translating a commitment to racial justice into new practice and culture. In addition to the Fellowship program, the Fellowship Director will also curate spaces for alumni of the Fellowship program to strengthen relationships and facilitate continued shared learning, collaboration and direct action. This position reports to the Executive Director.

Responsibilities

1. Program Design, Delivery, & Evaluation (50%)

- Successfully execute all Fellowship program elements:
 - Plan and facilitate nine monthly transformative cohort sessions by applying, expanding, and revising the existing CUE curriculum and frameworks
 - Facilitate 2-3 refresher workshops to guarantee a shared understanding of past Fellowship lessons
 - Recruit and support effective guest speakers and Fellowship faculty
 - Oversee Fellows' individual equity projects and provide support to Fellows, which may include organizational site visits and individual coaching sessions
- Build strategies to support all Fellows in successful project development, implementation, and storytelling / narrative development. This would include building & executing strategies for:
 - Candidate support to develop strong project pitches in the application phase
 - Helping selected candidates scope / refine projects, build project plans, etc.
 - Developing / connecting Fellows with external support (i.e., coaches, etc.) to support their project implementation
 - Support Fellows in preparing for the annual Showcase in collaboration with the communications and narrative strategy team, including story development, inviting an audience that can help support ongoing project implementation and accountability across Chicago
- Evaluate impact of individual workshops, full program, and external training sessions:
 - Translate year-end goals to benchmark evaluations throughout the program, track and report progress using quantitative and qualitative measures
 - Collaborate with communication and narrative strategy team to uphold systems and tools to ensure documentation and narrative collection of Fellow's stories
 - Communicate program outcomes in verbal, written, and visual materials

2. Community Building (25%)

- Oversee recruitment and selection of Fellows, leveraging and recruiting the broader CUE community to support all processes
- Manage and support volunteer-run processes that increase alumni engagement
- Collaborate to create and deliver alumni programming and increase engagement
- Measure and increase collaboration across cohort years on new projects/engagements
- Facilitate online community spaces using Slack, social media, or other tools

3. Operations and Development (25%)

- Collaborate with team members on operations responsibilities:
 - Manage annual program budget; initiate expenditures and monitor activity to ensure operations stay within budget
 - Ensure timely handling of logistics related to program activities (space set-up, technology, catering, vendor coordination, speaker fees, etc.)
- Collaborate with team members on development responsibilities:
 - Support development efforts including proposal development, impact reports, site visits, solicitation meetings, and funder engagement.
 - Enhance and create program marketing materials.
- Receive, give, and encourage feedback to support our efforts for continuous growth.
- Other duties as assigned.

Qualifications

- At least 4+ years of experience facilitating leadership development and/or experiential learning programs
- Ability to facilitate dynamic, collaborative learning and strategy-building experiences
- Exceptional communicator, high emotional intelligence and diplomacy; ability to quickly build positive rapport, trust, and credibility with diverse stakeholders
- Solutions-oriented, adaptable, and collaborative, quick to adjust as challenges arise
- Highly organized self-starter who strives to excel in their efforts and inspires this among their team, working to continuously grow themselves, their team, and the community

Compensation

This is a full-time role with an annual salary between \$80,000-85,000, depending on experience. Compensation package also includes health, dental, and vision insurance.

Chicago United for Equity is an equal opportunity/affirmative action employer. All qualified persons are encouraged to apply, regardless of race, color, creed, ethnicity, national origin, ancestry, age, height, weight, sex, gender identity, sexual orientation, disability, HIV status, marital or domestic partner status, or religious affiliation.