

ALTON FORWARD

Position: Project Director, Alton Forward; Full-Time; Based in Alton, Illinois

Who We Are

Alton Forward is a 501(c)(3) (status pending) non-profit with the mission of contributing to transformational change and increasing livability in the Greater Alton Area.

Alton Forward aspires to convene, connect, and work with inspiring leaders, partners, and agencies to support projects and programs that foster opportunity and build social equity. Our objective is to work with current partners in the greater Alton area to build upon existing capacities, while bringing in new partners, resources, and opportunities for the community.

Alton Forward's vision is for the greater Alton region to become a highly livable community for all its residents, with equitable access to services and opportunities. Alton Forward believes it can access the resources and build collaborative models of success to contribute to transformational betterments across our community.

The organization is a newly established non-profit focused on innovation and community-building, and is seeking a full-time candidate to lead ongoing projects and shape future programs and priorities, while providing thought leadership and development support.

Job Summary

This position will be immediately responsible for serving as primary action officer to advance our recently launched Child-Friendly Cities Initiative (CFCI), while supporting the growth and operations of Alton Forward on other fronts. The CFCI is led by Alton Forward and its partners to improve the well-being and development of every child that calls the Greater Alton Area home. The CFCI is a UNICEF-supported program to encourage cities to become more child-friendly by recognizing that the voices, needs, priorities, and rights of children are an integral part of public policies, programs, and decisions. This initiative will include supporting research and evaluation of the Alton Community, building stakeholder leadership and engagement, and supporting the implementation of community-driven solutions. Alton Forward believes that Child Welfare and Development and a child-friendly environment represents a key social determinant of our community's overall livability standing.

Alton Forward operates in close collaboration with AltonWorks, a social impact development company that is focused on the revitalization of Historic Downtown Alton as a healthy, thriving, walkable city and as a regional community building innovation hub. AltonWorks is currently supporting a number of revitalization and community development efforts in the Alton area, which complement Alton Forward's efforts. This position will interact with AltonWorks leadership and representatives as the organizations seek to implement partnerships and strategic civic objectives.

The work performed by this position involves distilling and synthesizing complex information into coherent and compelling messages, based on strategic design, while managing logistical and operational deadlines for support tasks. This position will require working directly with community leaders, organizational partners, and institutional

stakeholders. Projects may require working both independently or collaboratively as part of a multi-disciplinary team.

Responsibilities

Key responsibilities include the following:

- Provide strategic direction and support to Alton Forward priorities and partnerships.
- Lead the Child-Friendly Community Initiative (CFCI) in partnership with local stakeholders and the Southern Illinois University Medical School Department of Population Science and Policy.
- Engage community representatives and organizations on the CFCI project and other Alton Forward priorities.
- Assist with the development of fundraising materials and other fundraising tasks, such as identifying funding prospects and drafting grant applications and reports. This may include leading community-driven funding applications for economic and community development projects.
- Update, as needed, Alton Forward's website and other communications efforts.
- Coordinate with AltonWorks to collaborate on community and economic development efforts.
- Support the growth and formalization of Alton Forward, including maintaining organizational status, creation of annualized work plans, budget development and tracking and reporting execution, and leading organizational planning sessions and routine interaction with the Board of Directors.

Minimum Requirements

- Must have an undergraduate (Bachelor's) degree.
- Proficiency in MS office programs (Word, Excel, PowerPoint).
- Professional experience engaging with community stakeholders.
- Strong writing and editing skills, including fundraising materials and policy documents.
- Ability to produce manageable timelines to attain planned-for milestones.
- Demonstrate attention to internal management controls to fully account for grant compliance and other fiscal requirements.
- Serve as primary grants compliance officer.
- Enthusiasm and willingness to learn, serve the community, and contribute to positive social change.
- Attention to detail and an ability to work on multiple projects simultaneously.
- Intellectual flexibility and adaptability for working a wide range of assignments.

Preferred

- At least 2-4 years of non-profit administrative experience.
- Graduate degree in Social Services, Public Policy, or Non-Profit Management.
- Previous managerial experience in community and economic development projects and/or direct-service programs.

Remuneration

This is a full-time position based in Alton, Illinois with the possibility for periodical telework. Salary commensurate with experience. Alton Forward offers a competitive benefits package that includes vacation, sick leave, and

reimbursement for a comprehensive health plan.

How to Apply

Applicants should submit the following to info@altonforward.org:

- A cover letter of qualifications;
- Resume;
- 2-3 professional references; and,
- Writing samples demonstrating experience preparing communications, fundraising, or policy materials.