



4100 West Ann Lurie Place  
Chicago, IL 60632-3920  
773-247-FOOD  
chicagosfoodbank.org  
BancoDeAlimentosChicago.org

**Apprentice Title:** Development Apprentice  
**Department:** Development – Donor Engagement and Operations  
**Mentor Title:** Senior Director of Donor Engagement and Operations

### GENERAL DESCRIPTION:

The Greater Chicago Food Depository seeks a detail-oriented Development Apprentice to support Donor Engagement & Operations. As part of the Feeding America network, we work to end hunger in Cook County. This role provides hands-on experience in fundraising operations, donor stewardship and communications, database management, and campaign support. This role directly supports fundraising efforts that provide meals to neighbors facing food insecurity.

### KEY RESPONSIBILITIES AND ESSENTIAL FUNCTIONS:

#### Donor Data Management & Systems Support

- Learn and navigate the Customer Relationship Management database, StratusLive.
- Verify, update, and maintain accurate donor records, including contact information.
- Assist with data updates to ensure data quality for reporting purposes.
- Generate and analyze basic donor and campaign reports for team use.

#### Peer-to-Peer Fundraising Program

- Support the setup and launch of virtual peer-to-peer fundraising campaigns.
- Monitor peer-to-peer campaign performance, track participant engagement, and provide weekly progress updates with insights to improve results.
- Draft and edit donor engagement content, including emails and social media posts.
- Represent the organization at tabling events and respond to donor and participant inquiries in a timely, professional manner.

#### Donor Relations & Stewardship

- Support in the management of donor portfolios
- Conduct thank-you calls and draft personalized acknowledgment notes on behalf of the Individual Giving team.
- Respond to donor inquiry calls and emails, providing accurate information and timely follow-up.
- Support donor stewardship efforts by conducting gratitude outreach, tracking engagement touchpoints, and accurately documenting all interactions in the database StratusLive.
- Identify opportunities to enhance donor experience and engagement.

#### Additional Responsibilities

- Participate in special projects and cross-functional initiatives as assigned throughout the apprenticeship program.
- Provide general administrative and team support as needed.

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## QUALIFICATIONS:

- Must remain enrolled at City Colleges and in good academic standing (minimum GPA: 2.5) for the duration of the apprenticeship
- Must have no less than 30 credits by the end of Spring 2026 with the goal to complete an Associate's Degree by the end of the Spring 2027 semester
- Be available to **work at least 20 hours per week** during school for shifts no less than 4 hours each during operating hours of Monday – Friday, 8:00am – 5:00pm, **hybrid (M/F remote, Tu/W/Th in person)**; More than 20 hours per week may be accommodated, especially during school breaks, with an approved request in advance.
- Available to work 35-40 hours per week during school breaks during same operating hours
- Possess customer service and problem-solving skills as well as excellent written, verbal, and interpersonal skills
- Able to be flexible, multitask and meet deadlines
- Able to provide and support team spirit and willingness to collaborate creatively
- Have basic to intermediate proficiency in Microsoft Office (Teams, Word, Excel, Power Point)
- Possess knowledge of database management or a willingness to learn

## EXPOSURE:

- Gain experience in nonprofit fundraising strategy
- Develop professional communication skills
- Learn donor database systems used in large nonprofits

## COMPENSATION:

\$21/ hour apprenticeship wage

## BENEFITS:

Professional development throughout the apprenticeship such as Financial Health, Digital Literacy, Advocacy, Networking, etc.

Onsite wellness center with ample, advanced fitness equipment

\$5 daily credit to Fooda lunch provider; Fooda is an on-site, pop-up food vendor at the Food Depository Tuesday through Thursday each week with rotating vendors and menu offerings

## HOW TO APPLY:

1. **Review** this job description
2. **Submit** your resume and cover letter in the form below
  - Your resume should outline your:
    - Education
    - Work experience (including part-time roles, internships, or relevant coursework)
    - Skills and certifications (if applicable)
  - Your cover letter should address:
    - Understanding and alignment with our mission
    - Desired professional learning goals for the apprenticeship
    - Education and career goals upon completion of your associate's degree
    - Strengths and curiosity that you will bring to the team

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