

CHICAGO REVIEW

935 E 60th St. · Chicago, IL 60637 · editors@chicagoreview.org

Chicago Review seeks a Development Coordinator to begin immediately and work through the 2024–25 academic year, with possible renewal. This position is funded by a grant from the University of Chicago Women’s Board.

About: *Chicago Review* has been publishing new writing in English and translation since 1946, and has been run by graduate students at the University of Chicago since its founding. We produce a quarterly print journal, in the form of two single issues and one double issue (usually with a special feature) each year, and publish new content online each week. Many well-known writers have been published in *Chicago Review*, including Lawrence Ferlinghetti, Jack Kerouac, William S. Burroughs, Allen Ginsberg, Tennessee Williams, William Carlos Williams, Anaïs Nin, Susan Sontag, Charles Simic, Robert Duncan, Edward Dorn, Anne Carson, Rae Armantrout, Helen DeWitt, Hoa Nguyen, Dawn Lundy Martin, Don Mee Choi, Ed Roberson, Cody-Rose Clevidence, Garielle Lutz, Wendy Xu, among others. In recent years, *CR* has published special issues on the Black Arts Movement in Chicago, underread modernists like Jaime de Angulo, and Contemporary Korean Poetry. To find out more, please visit www.chicagoreview.org.

Job Description: The Development Coordinator will oversee the day-to-day financial operations of the journal, working closely with the editors on subscriber management and growth, budgeting, marketing, bookstore partnerships, and advertisement sales. The Development Coordinator will also direct financial initiatives, including: identifying and preparing compelling grant applications; cultivating a stable donor base; organizing annual fundraising events; assessing the magazine’s overall financial structure. Finally, the Development Coordinator will work closely with one undergraduate intern as a mentor on business-related tasks and projects. Overall, these duties will equip the Development Coordinator with skills that are easily transferrable to a range of jobs in literary publishing, arts management, and nonprofit development.

Start Date: Autumn Quarter, 2024

Compensation and Expected Workload: \$20/hour; 10 hours/week during the academic year

Eligibility: This position is open to graduate students in any division at the University of Chicago. The Development Coordinator will work in-person at our office in Chicago.

Preferred Qualifications: Experience with bookkeeping and spreadsheet software, grant writing and fundraising, familiarity with contemporary literary publishing and arts funding, a passion for producing creative work in a collaborative environment, and an ability to multitask and work in an organized fashion. Attention to detail is a must. Familiarity with web publication is a plus.

To apply, please send a CV or resume as well as a cover letter, explaining your interests and qualifications, addressed to the editors of *Chicago Review*, Clara Nizard and James Garwood-Cole, at editors@chicagoreview.org. Please use the subject line “Development Coordinator Application” when sending your email.