



EXECUTIVE DIRECTOR  
Position Announcement

The Organization

Since its establishment in 1978, the Center of Concern (the Center) has been a beacon of hope and inspiration for countless individuals whose lives have been positively transformed through our array of programs. With the passage of time, the Center has flourished, now operating with a budget nearing \$3 million.

Renowned for its extensive history and outstanding commitment to serving the community, the Center of Concern is a pillar of support in northeast suburban Illinois. It is distinguished as a singular agency boasting a compassionate and dedicated team of full-time and part-time staff, augmented by the invaluable contributions of numerous volunteers and external partners, all united in providing essential services to our cherished clients.

Mission Statement

The mission of the Center of Concern is to provide housing solutions, support services, and counseling for older adults, people with disabilities, and others in need, enabling them to live with dignity and independence.

Center of Concern's Statement on Cultural Equity

The Center of Concern respects the value that diverse life experiences bring to our board, leadership, staff, and volunteers.

We are committed to ensuring that all people – including, but not limited to, those who have been historically underrepresented based on race, ethnicity, age, disability, sexual orientation, gender identify, socioeconomic status, geography, citizenship status, or religion – are provided equitable opportunities for employment, volunteering, and advancement in all areas of our mission.

The Position

The Center of Concern is in search of an exceptionally driven and experienced nonprofit Executive Director (ED) to lead our 46-year-old, financially robust organization into its next phase of growth and excellence. This pivotal role requires an individual possessing

a steadfast connection with and dedication to the Center's mission and objectives, outstanding leadership and management abilities, and strong communication skills.

The next ED is responsible for ensuring that all areas of the Center of Concern work together and function at a high level to serve clients and the community. The successful candidate will be a confident nonprofit professional who instills trust, builds a candid and mutually respectful partnership with the board president and volunteer leaders, and fosters a collegial environment that ensures excellent programs, smooth operations, and diverse fundraising initiatives.

### Key Relationships

As the chief executive, the ED must cultivate and nurture a wide range of internal and external relationships. The ED reports to the board president, with whom they should develop a candid and trusting relationship that further encompasses the board of directors and respects what each person brings to the organization. Ideally the ED will foster collegial relationships with their direct reports that may serve as a model for all staff relationships. The Center will benefit from a leader with high standards who understands the nuances of managing a diverse staff, setting expectations, and valuing accountability.

The ED represents the Center in many settings in the community. The ED is expected to cultivate and steward existing relationships with municipal and governmental leaders and entities, community leaders, funders, and donors and seek out new relationships to advance the organization.

### Responsibilities

#### Leadership and Management

- Lead staff in developing a clear vision for the Center regarding programs, resource development, and infrastructure needs .
- Work with the board of directors to ensure strategic planning at regular intervals.
- Collaborate with senior staff to explore opportunities and present ideas to the board for consideration.
- Motivate and engage staff, fostering trust and collaboration to cultivate a high-functioning and cohesive team.
- Mentor and enhance the management capabilities of senior leaders.
- Evaluate training needs of staff and volunteers.
- Oversee responsible and successful day-to-day operations.

- Provide the requisite human resources practices to support and attract quality staff.
- Ensure appropriate financial oversight, practices and policies, for compliance and reporting.
- Guide the annual budget process.
- Champion diversity, equity, and inclusion initiatives.

#### Fundraising/Resource Development

- Drive fundraising endeavors and seek novel revenue streams that compel diverse donors to contribute.
- Work to increase the focus on individual giving both in number of donors and size of gift.
- Develop meaningful external relationships to support resource generation.

#### Program

- Provide program oversight to ensure mission alignment.
- Assess programs and grant obligations regularly with staff to ensure efficacy and compliance.
- Participate in program design and ongoing review.
- Pursue new service opportunities aligned with the Center's mission.
- Identify avenues for collaboration with other social service agencies that align with the Center's mission.
- Ensure ongoing evaluation of program efficacy, standards, and management.
- Engage in periodic review of program assignments and workload distribution.
- Work with staff to establish and monitor accountability and standards of service.

#### Communication/Marketing

- Maintain open communication with staff and volunteers, reaffirming their significance in ensuring organizational stability and mission fulfillment.
- Promote widespread awareness of the Center's services to all segments including local governmental entities, funding sources, individual donors, prospective clients, and volunteers.
- Ensure that communication and marketing efforts align with the Center's mission and goals.

## Board of Directors

- Partner with the board of directors to ensure good governance, including identifying prospective board members.
- Meet regularly with the board president.
- Participate in regular board and sub-committee meetings.
- Provide clear updates on program status, funding, staffing, and new initiatives.
- Collaborate with the board president and management staff to prepare agendas and updates.

## Qualifications/Skills/Personal Traits

- Bachelor's degree required; master's degree preferred.
- Proven record of success as a nonprofit executive director or similar senior leadership role.
- Knowledge of the social service landscape.
- Experience working with or knowledge of aging and older adults is a plus.
- Experience leading and developing teams.
- Demonstrated success in fundraising, including knowledge of individual giving, government and foundation grants, and corporate sponsorships.
- Proficient in financial management, budget analysis, and business development.
- Knowledge of human resource practices and policies to support a thriving work environment.
- Ability to build consensus among diverse stakeholders.
- Demonstrate adept leadership and decision-making skills.
- Present a professional, polished, and knowledgeable presence as the organization's advocate in all interactions.
- Possess personal integrity, strong work ethic, problem-solving attitude, and excellent judgment.
- Proficiency with office productivity programs (PC environment).

## Benefits

- Health Insurance is provided by Blue Cross Blue Shield, with three plan. The Center covers 85% of employee premiums and 50% of spouse/dependent coverage.
- Dental and Vision coverage, with the Center covering 85% of employee premiums and 50% of spouse/dependent coverage.
- Vacation time accrued every pay period.
- Sick Time, offering up to six (6) paid sick days per calendar year.

- Group Life Insurance coverage of \$25,000, fully paid by the Center.
- Short Term Disability Insurance is available after one year of employment, with 100% of the cost covered by the Center.
- 401k Retirement Plan, the Center currently contributes 50% of the first 6% contributed by the employee.

The Center of Concern is presently accepting resumes for the position of Executive Director.

To apply for the position please submit a current resume and letter of introduction to  
Center of Concern  
[edsearch@centerofconcern.org](mailto:edsearch@centerofconcern.org)  
Please include your name and "ED Search" in the subject line of the email.

For additional information please visit our website <https://centerofconcern.org/>

*The Center of Concern is an equal opportunity employer. We offer a welcoming and inclusive environment in service to one another, our products, the diverse consumers we represent, and the communities we serve. We do all of this with kindness, empathy and respect for each other.*