

## EXECUTIVE DIRECTOR POSITION GUIDE

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### ABOUT HOWARD AREA COMMUNITY CENTER ([www.howardarea.org](http://www.howardarea.org))

The Howard Area Community Center (HACC) was founded in 1967 as a food pantry operating at St. Jerome Catholic Church in Chicago's Rogers Park neighborhood. Since its beginning, HACC has been focused on the demands of the community and working to address the issues of those most in need. Over the past 50 years HACC has evolved to offer more than 40 programs a wide range of needs such as affordable housing, after-school tutoring and one of the few low-cost dental clinics in Chicago that serves patients who are HIV positive.

The Howard Area Community Center serves over 8,000 low-income individuals annually in the greater Rogers Park community. Clients speak more than 32 languages. HACC helps community members of all ages stabilize their lives and become productive community members. Program offerings fall within four primary service areas:

- Health & Human Services
- Early Childhood Education
- Youth Development Services
- Adult Education & Employment Resource Center

HACC is in one of Chicago's most vibrant and diverse communities, with a population whose needs continually change. One of the challenges that HACC faces is ensuring that its services and programs continue to reflect the needs of the neighborhood and are adequately funded.

The Howard Area Community Center is guided by a set of core organizational values: **Hope, Accountability, Compassion, Creativity, Respect and Participation.**

### THE POSITION

The ideal Executive Director must have the ability to understand and speak to a broad array of programs, and to engage with audiences ranging from newly-arrived immigrant clients to wealthy donors. The successful candidate will bring a participatory management style, encouraging input from staff while also having the ability to make sound decisions. The Executive Director will work to support a collaborative culture across the various programs offered by the Howard Area Community Center. They must have a commitment to the mission of the organization as well as the diversity of clients served.

The Executive Director will be responsible for leading a diverse and committed staff and variety of programs for the Howard Area Community Center. The Executive Director has ultimate responsibility for the administration of all

#### *Mission*

*The mission of Howard Area Community Center is to assist low-income individuals and families in the greater Rogers Park and adjacent communities to stabilize their lives and to develop the social skills necessary to become effective community members. In order to accomplish this mission, the agency's programs provide emergency intervention, family stabilization, and developmental growth.*

#### *Key Info*

*\$5.5 million annual budget*

*\$5.5 million total revenue*

*84 full time staff; 24 part time staff*

#### *Visit HACC:*

[www.howardarea.org](http://www.howardarea.org)



programs and business units at HACC, including oversight of government contracts, fundraising, and community outreach. They will directly manage an eight-member Senior Leadership Team, and report directly to the Board of Directors. Working in collaboration with the Board of Directors, the Executive Director will lead the strategic planning process for HACC, including the creation of a long-range plan for organizational sustainability and growth.

## MAJOR OBJECTIVES

The Executive Director will be expected to achieve the following in the first 12 to 18 months in the role:

- Evaluate the program offerings of Howard Area Community Center to determine the organization’s effectiveness in fulfilling its mission, how resources should best be allocated, and whether new ideas and approaches should be implemented to help achieve HACC’s community-driven strategic goals.
- Determine and report key performance indicators to demonstrate the impact and efficacy of programs.
- Bring clarity and understanding to the financial processes and reporting for the organization, including its various programs and grants, working in partnership with the external financial services firm that manages HACC’s financial systems.
- Work in collaboration with the Director of Development to engage with and grow a sustainable donor base, to establish a planned giving program to support the creation of an endowment fund for HACC, and to support the planning and execution of annual events and fundraising campaigns.
- Assess options for an agency-wide constituent relationship management (CRM) system in collaboration with the Senior Leadership team; implement an appropriate solution, and support a culture of data collection and utilization.



## RESPONSIBILITIES

The Executive Director will have the following primary responsibilities:

- Manage the Senior Leadership team and oversee all HACC program and administrative operations, including the development of new programs in alignment with the community-driven strategic plan.
- Ensure financial integrity of the agency through solid management decisions and active oversight of the external financial services firm. Ensure preparation of the annual budget and accurate monthly financial statements for review and approval by the Finance Committee Board of Directors.
- Promote an effective and transparent administrative infrastructure supported by regular communication with the Senior Leadership team and broader program staff.
- Maintain and seek out appropriate governmental contracts (local, state and federal) for services within the scope of the strategic plan. Assess existing grants for mission alignment and sustainability; ensure accurate and timely reporting to funders.
- Collaborate with the Director of Development and Board to develop and execute a multi-year private fundraising strategy, measure its accomplishments, and engage appropriate staff; actively participate in

fundraising events and the cultivation of private donors.

- Develop and maintain productive relationships with community partners, civic leaders, government agencies, private funders and people who are able to further HACC's mission through cooperative efforts.
- Serve as a liaison to funders, along with the relevant members of the Senior Leadership team, and monitor the agency's compliance with all funding sources, licensing agencies, etc., and Board-approved agency budgets.
- Support the Board's decision-making by communicating effectively and providing timely and accurate information; recommend appropriate activity, policy, and program changes as needed.
- Recruit, engage and retain a qualified, committed and diverse staff; ensure that all personnel practices are consistent with the policies and philosophies of HACC; work with the Human Resources Manager to regularly communicate and implement policies and procedures as well as ongoing professional development opportunities for staff.
- Develop and monitor progress of the agency's Long Range Plan in collaboration with the Board, staff and key community partners, to ensure a sustainable future for HACC.
- Improve HACC's visibility and nurture broad external support for the organization and its programs; be aware of trends in the non-profit sector to ensure that HACC remains responsive to changing community needs.
- Assist in the identification and recruitment of Board Members.



## QUALIFICATIONS

The ideal Executive Director will bring most of the following experiences and characteristics to the role:

- Ten or more years of experience in human services, with a minimum of five years in a leadership role.
- Prior experience managing programs, as well as involvement in fundraising, finance and external relations.
- Significant experience in organizational financial management and budgeting.
- Understanding of government funding priorities and processes.
- Ability to align staff across a variety of programs toward a shared organizational goal, fostering a culture of collaboration and knowledge sharing.
- Commitment to community-driven service and the values of HACC, including equity, diversity and inclusion.
- Proven leadership and management of a highly-committed team.
- High level of comfort engaging with diverse, underserved and largely immigrant communities, and be supportive of encouraging that diversity in a client base and community. Ability to promote the organization's services to a diverse community.
- Proven ability and history of leading an organization through change.
- An advanced degree or equivalent experience is preferred.

## APPLICATION

To be considered for this opportunity, please send a letter of interest and resume to:

**Colleen Rogers**

Senior Consultant, Executive Search

[colleen.rogers@campbellcompany.com](mailto:colleen.rogers@campbellcompany.com)

Phone: (312) 896-8906



*Howard Area Community Center is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.*