



Opportunity Profile

Executive Director

Illinois Humanities
125 S Clark St #650,
Chicago, IL 60603

Prepared By:



Morten Group

About the Organization

Founded in 1973, Illinois Humanities (IH) is a nonprofit organization that works to build dialogue across all sectors of society to examine issues important to democracy in the focus areas of public policy, media & journalism, economy, and art. Using the humanities as a tool to stimulate discussion, we create experiences across Illinois through programming, education, and grantmaking to engage a diverse public on ideas and issues that matter.

Our mission is to strengthen the social, political, and economic fabric of Illinois through constructive conversation and community engagement. Our work includes:

- Envisioning Justice - a two-year initiative created and facilitated by Illinois Humanities, using the humanities and the arts to engage Chicagoans in a citywide conversation about the impact of the criminal justice system with the goal of reimagining the system.
- Programs and Exhibitions - work in program and exhibitions that centers around the following four focus areas: public policy, media and journalism, economy, and art.
- Education - work in education that is committed to providing increased access to educational opportunities in the humanities across Illinois.
- Grants - a grants program that supports non-profit institutions throughout the state committed to humanities-based programming.

For more information about IH's history, programmatic offerings, and values, please visit our website (<https://www.ilhumanities.org/>)

About the Position

The Executive Director of Illinois Humanities will lead and oversee all affairs related to the organization and is responsible for the organization's consistent achievement of its mission and objectives. The successful candidate must be a skilled leader, prepared to drive the organization in a time of growth, and comfortable working in a highly collaborative environment, leading the senior leadership team of Illinois Humanities and supporting staff. The Executive Director reports to the Board of Directors, and enables the Board to meet its governance, financial, and legal responsibilities and supports the Board's oversight role. The Executive Director must be deeply committed to the goals of the organization and creatively support its mission.

Essential Responsibilities and Functions

Organizational Leadership

- Lead strategic planning. Work with the senior staff and the Board to translate Illinois Humanities' mission and strategic plan into annual work plans and budgets while actively promoting Illinois Humanities' mission and living Illinois Humanities' values;
- Provide guidance to and oversee the implementation of adopted plans, policies, and programs; ensure that all program activities operate consistently and ethically within the mission of the organization;
- Establish metrics to measure success. Analyze data and evaluative information to assess strengths and to identify areas for improvement – with the goal of consistently increasing programmatic impact and improving IH's brand and reputation;
- Provide effective and inspiring leadership, as well as stewardship, of the organization. Implement and lead a continuous quality improvement process throughout program and service areas;
- Identify external and internal opportunities for IH to leverage its strengths, and/or to address organizational challenges. Lead research and development efforts; and
- Serve as an ambassador for the power of humanities in everyday life. Be a strong and vocal advocate, encouraging staff and board to do the same.

Advancement

- Supervise the Director of Advancement to develop annual fundraising and communications plans and goals to meet the annual budget, while planning several years ahead. Ensure that the plan is comprehensive, builds diverse revenue streams, and is rigorously evaluated. Work collaboratively with the advancement team to successfully implement and address any shortfalls;
- Identify, cultivate, and solicit corporate, foundation, government, and individual donors and funders;
- Actively seek new and creative opportunities for funding, event and program sponsorship, and in-kind donations that provide revenue streams; and
- Ensure that all funding commitments are achieved or otherwise substantiated, and that relationships with donors are successfully maintained.

Financial Management and Administration

- Assume overall responsibility for all aspects of financial management, including assuring adequate financing for current operating needs, long-term goals, and for unforeseen but necessary adjustments;
- Work with the finance staff, treasurer, and finance committee to provide leadership to the budgeting processes, reporting of financial position, and maintenance of financial controls;
- Provide timely and accurate reporting of key financial indicators and trends to the Board;
- Monitor cash flow. Ensure a constant revenue stream and build a reserve for a strong financial future; and
- Ensure compliance with all applicable IRS, state, and federal laws, rules, and regulations.

Board Relations

- Partner with the Board Chair to ensure that the Board is effectively organized, adhering to both the by-laws and precedent, and that a system of board development is established; provide leadership in upholding board governance and responsibilities; promote transparency and serve as liaison between board and staff;
- Develop and cultivate board members, identifying high-performing individuals who can assume new committee and leadership roles; work with the Board to build a strong leadership succession culture. Continually inform the Board of key issues and challenges impacting Illinois Humanities, its clients, and the communities we serve;
- Provide support and guidance to designated Board Committees and the Executive Committee; and
- Ensure stewardship and maintenance of official documents and records consistent with the law.

Communications

- Serve as an articulate, passionate, and visible spokesperson and as a prominent leader throughout the organization, among stakeholders, in the community and nationally. Represent IH before diverse external constituents. Support the staff and board to serve as secondary spokespersons and ambassadors;
- Continuously assess the federal, state, county, and city policy landscape, and determine where IH can provide research, data, personal narrative and other information to inform and influence policymakers;
- Promote and represent IH with and to external constituent groups and individuals, including elected officials, government entities, academic institutions, associations and businesses; and
- Share in knowledge dissemination, reporting, and communications.

Human Resources and Leadership Development

- Provide consistent direction to establish and maintain a positive and supportive work environment for staff, interns, and volunteers;
- Ensure that human resources policies are periodically reviewed, updated, and changed as needed. Ensure that all labor law requirements and IH's internal policies are followed;
- Periodically review salary ranges for all positions and make recommendations to the Board for salary and benefit package changes that are financially sustainable and positions IH in a competitive marketplace;
- Participate, as needed, in discipline proceedings and ensure that appropriate grievance procedures are followed;
- Lead, coach, develop, and retain IH's senior leadership team, emphasizing close collaboration and a cooperative spirit;
- Hire, train, mentor, and supervise assigned staff including recruitment and selection; scheduling and job assignment, counseling/coaching; staff development and training; performance evaluation; and recommending salary, disciplinary, and other personnel actions in accord with IH procedure. Write position descriptions; and
- Provide professional development opportunities and guidance to each assigned staff member.

Qualifications

Essential qualifications include:

- Minimum of 10 years proven management experience, with evidence of inspired leadership;
- Experience and ability to partner, manage, and team with a strong and active Board;
- Successful track record of raising money and organizational advancement;
- Knowledge of and experience with political leaders and processes that affect Illinois Humanities' funding;
- Positive, collaborative leadership style/approach;
- Effective spokesperson and advocate for the humanities;
- Proven track record of significant accomplishments;
- Excellent verbal and written communication skills;
- Visionary thinker;
- Exceptional planning skills; ability to successfully manage both internal and external relationships;
- Proficiency with the standard office computer software suite, including Word, Excel, and PowerPoint. Ability to maintain spreadsheets and conduct internet research;
- An advanced degree beyond a baccalaureate that demonstrates a curious mind and love of learning.

Compensation and Benefits

This is a full-time, salaried position with benefits. Compensation negotiable based on experience and commensurate with organizational salary structure.

How to Apply

Illinois Humanities has retained Morten Group, LLC to conduct this search.

Applicants should email a cover letter and resume in PDF format to executivesearch@mortengroup.com with the subject line "IH – Executive Director Search." Cover letters will be evaluated as a writing sample and should include the applicant's salary requirements. Application materials must be directed to the email address above. No phone calls, please.

Illinois Humanities is an equal opportunity employer and does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy), gender identity and/or expression, national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service or other non-merit factors. Applications are due **Friday, January 4, 2019**. Applicants from historically underrepresented and/or marginalized communities, including people of color, are strongly encouraged to apply.