



# TRHT Greater Chicago Opportunity Profile

## Director

TRHT Greater Chicago  
Woods Fund Chicago  
35 E Wacker Pl.  
Chicago, IL 60601

**Prepared By:**



Mortén Group

# About TRHT Greater Chicago

Truth, Racial Healing, and Transformation (TRHT) is a comprehensive, national, and community-based process to “unearth and jettison the deeply held, and often unconscious, beliefs created by racism.”

The mission of TRHT Greater Chicago is to proliferate healing and equity within individuals, neighborhoods, and communities to change the prevailing race narrative, fuel transformation, erase the belief in racial hierarchy, and drive towards racial equity.

The vision of TRHT Greater Chicago is of a region that holds promise for all; a region whose residents embrace racial healing and equity, and reject the false construct of racial hierarchy, believing and knowing that all people have equal value and equitable policies are in place. In this new reality, the cross-generational, racially, and ethnically diverse people of greater Chicago will feel safe to enjoy the comforts of a peaceful, safe, supportive, and empowered existence.

TRHT Greater Chicago has focused planning work in four key areas: narrative change, racial healing, law and policy, and youth, creating design teams for each. These four areas are closely interrelated; work done in on one often impacts the other. The design teams completed a planning process from August 2017-March 2018, resulting in the development of a strategic framework to guide the work ahead. Visit [www.woodsfund.org](http://www.woodsfund.org) under the racial equity page to learn more about TRHT Greater Chicago.

Woods Fund is interested in identifying a Director to help lead the implementation, working closely with the existing strategic partners including Woods Fund, Metropolitan Family Services, Field Foundation of Illinois, Pierce Family Foundation, the Chicago Community Trust, and new partners.

## About the Position

The Director will lead the TRHT Greater Chicago work during this important implementation phase. The Director will provide strategic direction, manage TRHT staff, lead the implementation and a community-led grantmaking process, engage external stakeholders, raise funds, and develop a foundation and infrastructure for the work that will build upon existing work, propel the vision forward, and position TRHT Greater Chicago as a lead agent for transformation.

The Director should be a proven, dynamic leader who can connect with diverse audiences, and who has a deep understanding and commitment to racial equity and anti-racist work in the community, preferably in Chicago. Competitive candidates will have managerial and fundraising experience and a demonstrated ability to execute complex multi-sector projects.

Woods Fund will serve as the administering and lead organization during the initial implementation period which may last for the next few years. The Director will be under contract to accommodate the mobility of the next phase of work, with the potential for a different organization to administer and lead the work in the future. The Director will be supervised and report to the President of Woods Fund and will also be accountable to the advisory partners which includes foundations, community, and public and private sectors.

## Essential Responsibilities and Functions

### *Organizational Leadership*

- Expand upon the strategic framework to create a plan of action
- Balance the internal operational needs with the external demands
- Staff the steering committee and other advisory bodies
- Coordinate efforts to develop educational materials for capacity building
- Work with evaluators and researchers to develop measurement tools for evaluation
- Maintain professional and working relationships with a diverse constituency
- Work with the steering committee and fiscal sponsor to develop and manage a community-led grantmaking process
- Work with contractual service representatives including but not limited to media, communications, website design, research, evaluation, event management, and technical support
- Attend all WKKF in-person place leads meetings

## *Capacity Building*

- Identify, build relationships/partnerships, and engage with community members, academic and civic leaders, and media professionals
- Increase knowledge and action on racial inequity through trainings
- Support and increase the number of racial healing circle practitioners
- Maintain and expand engagement of partner organizations
- Serve as liaison with TRHT place leads
- Build out the listserv for outreach and targeted communication
- Communicate regularly with partner organizations that will support the implementation
- Leverage additional resources to support citywide events, convenings, and the implementation

## *Communications and Outreach*

- Ensure consistent communication and messaging about the mission and work across organizations and constituencies
- Serve as spokesperson
- Work with the communications agency to develop a communications strategy and implementation plan
- Lead the development of a communications plan and work with a communications agency to execute it
- Oversee the management of the website and social media content
- Create opportunities for diverse constituents to learn about and interact with the TRHT community

## *Fundraising/Development/Stewardship*

- Identify and secure, in partnership with the Chicago Community Trust (CCT), funding for operating support through foundations and other funding sources, matching multiple grants with current grant award and managing a multi-million dollar budget
- Be accountable and communicate regularly with the fiscal sponsor on incoming grants and outgoing subgrants
- Draft and submit proposals for matching grants
- Support the endowment partner, CCT
- Communicate regularly with funders
- Provide budget projections and recommendations as necessary based on secured funding

# Qualifications

Essential qualifications include:

- At least 5-7 years of experience in capacity building and fundraising, or relevant experience
- Demonstrated knowledge of and commitment to issues of racial equity and anti-racist work in the community, preferably in Chicago
- Demonstrated ability to engage and work with diverse constituencies and build lasting partnerships
- Demonstrated experience in implementing programs and project management
- Experience and understanding of Greater Chicago
- Strong management skills
- Excellent written and oral communication skills
- Strong understanding and familiarity with nonprofit environments and community-based organizations
- Familiarity with Greater Chicago philanthropic community
- Outstanding organizational and time management skills
- Highly self-motivated
- Strong knowledge of basic computer applications, including Microsoft Excel and Word
- Advanced degree in sociology, public policy, or public administration or equivalent combination of training and experience is a plus

# Compensation

\$100,000.00 annually.

# Contractual Position

This is a full-time, contractual position.

## How to Apply

Woods Fund 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 “TRHT Greater Chicago – 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. Note that due to the number of applications we receive, we will only respond to those applicants whom we would like to invite to interview for the position.

Woods Fund 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. We are accepting applications until **April 5, 2019**. Applicants from historically underrepresented and/or marginalized communities, including people of color, are strongly encouraged to apply.