



OPPORTUNITY PROFILE

Executive Director

Jane Addams Senior Caucus &
Jane Addams Seniors in Action
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Prepared By:



Mortén Group

About the Organization

About Jane Addams Senior Caucus

Jane Addams Senior Caucus (JASC) is a multiracial, grassroots organization led by conscious seniors in the Chicago metropolitan area. It crosses neighborhood, racial, religious and socio-economic lines to find common ground upon which to act on its values. Through leadership development, organizing and popular education, JASC uses the power of its collective voice to work for economic, social, and racial justice for all seniors and our communities.

About Jane Addams Seniors in Action

Jane Addams Seniors in Action (JASIA) is incorporated in Illinois as a 501 (c)(4) nonprofit organization. Its mission is to unite the power of seniors and their allies in an active grassroots organization, which works to build racial, social, and economic justice. Its activities include community organizing, coalition building, issue campaigns, referenda efforts, educating voters, direct lobbying, and candidate electoral endorsements.

About the Opportunity

JASC and JASIA is seeking a highly-qualified, visionary candidate who can both lead and accompany the organization into its next phase. The Executive Director gives direction and leadership to fulfill the organization's missions and provides guidance to staff. The ideal candidate is an exceptional listener, someone who will work in close collaboration with the staff, both Boards, and the organization's members. JASC and JASIA are committed to social, racial, and economic justice and seek a director willing to join in building collective power for long-term structural change.

The role of the Executive Director is to oversee and successfully maintain all the operations of JASC and JASIA. The Executive Director ensures that all of JASC and JASIA campaigns are conducted using an intersectional analysis: considering age, race, class, and gender. The Executive Director reports to the Board of Directors and is responsible for the administrative and fiscal management, fundraising and resource development, board liaison and development, staff and leadership development, supervision, community organizing, and advocacy related to JASC and JASIA.

Essential Responsibilities and Functions

Leadership and Management

- Ensure the organization's work is strategic, integrated, mission-focused, values-based, and in compliance with all relevant policies, contracts, and agreements.
- Support the staff and members to be successful in campaign work; support the Board of Directors in effectively governing both JASC and JASIA.

Organizational Management

- Lead and support continual improvements in all aspects of organizational management.
- Ensure all campaigns and administrative work is coordinated and effectively supports the mission of both organizations.
- Partner with staff, members, and the Board of Directors to evaluate and update the organization's political analysis, vision, and strategic campaign goals as needed.
- Ensure that JASC is in full legal and fiscal compliance with laws governing 501 (c)(3) status and the organization's bylaws.
- Ensure that JASIA is in full legal and fiscal compliance with laws governing 501 (c)(4) status and JASIA bylaws.

Campaigns

- Work in collaboration with members, board, and staff, enabling JASC and JASIA to fully realize their mission while integrating a racial justice lens in all organizational campaigns.

Organizational Culture

- Actively cultivate a positive, welcoming environment that centers the mission, demonstrates an unwavering commitment to equity, and promotes learning, innovation, and leadership development.
- Provide organizational leadership to engage and motivate staff and members; provide leadership development opportunities for JASC and JASIA members.

Governance

- Work in concert with JASC and JASIA Board of Directors to ensure board members have the information they need to effectively govern the organization.
- Maintain strong communication among Board, staff, and members.
- Provide support for the Board of Directors and Executive Committee and assist as requested in developing the Board meeting agendas and implementing Board related work.

Resource Development

- Build a strong base of financial support by engaging and maintaining both new and current foundation relationships.
- Develop and implement clear goals and work plans that continually strengthen grant, donor programs, and other strategies to increase and strengthen JASC and JASIA fundraising.
- Cultivate new relationships with major donors.
- Identify grant funding opportunities.
- Write, submit, and manage grant proposals.

Financial Management

- Ensure JASC and JASIA financial health, overseeing financial management and planning.
- Develop and oversee the annual budget, as approved by the Boards.
- Provide fiscal information to both Boards on a regular basis.

Essential Qualifications

The successful candidate will possess the following essential qualifications:

- Minimum of five years' experience in social justice movement work, with increased organizational responsibilities
- Two or more years of experience in management/leadership, supervision, fundraising, and fiscal oversight
- Strong organizational management and interpersonal skills
- Ability to inspire and motivate colleagues, volunteers, funders, and donors
- Demonstrated knowledge and experience in racial equity program integration
- Strong team-oriented and collaborative approach
- Strong strategic thinking, planning and implementation skills
- Excellent written and verbal communication skills
- Possess a deep commitment to personal growth and professional development for themselves and their staff
- Bilingual or bicultural skills desirable, but not required

Compensation and Benefits

Jane Addams Senior Caucus and Jane Addams Seniors in Action offer a competitive salary range of \$65,000 - \$85,000 and benefits package commensurate with experience and organizational salary structure. Benefits include: health, dental, and life insurance, as well as generous paid time off.

How to Apply

Jane Addams Senior Caucus 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 “Jane Addams Senior Caucus - Executive Director Search.” Cover letters will be evaluated as a writing sample and should include the applicant’s salary requirements. Cover letters should address:

- 1) Why you are interested in working with JASC and JASIA and seniors;
- 2) What is your personal stake or self-interest in social, racial, and economic justice;
- 3) What you believe you would bring to the position of Executive Director;
- 4) How are your past work and accomplishments in social, racial, and economic justice relevant to this position.

Application materials must be directed to the email address above. No phone calls, please. For best consideration, applications should be received by Friday, October 9, 2020. Applications will be accepted until the position is filled.

JASC and JASIA are equal opportunity employers and do not discriminate in employment on the basis of race, color, religion, sex, pregnancy status, 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. JASC and JASIA are strongly committed to diversity within its community and especially welcomes applications from under-represented group members. People of color, LGBTQ individuals, people with disabilities, and women are strongly encouraged to apply.