



Opportunity Profile

Executive Director

Prepared By:

Young Chicago Authors
1180 N Milwaukee Ave
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About Young Chicago Authors

With a history spanning more than three decades, Young Chicago Authors (YCA) is focused on cultivating artistic development, social and emotional learning, and academic success in Chicago's youth. Young Chicago Authors helps young people from all backgrounds to understand the importance of their own stories and those of others, so that they can pursue the path they choose and work to make their communities more just and equitable. For more information, please visit: <https://youngchicagoauthors.org/>.

About the Opportunity

The Board of Directors seeks an Executive Director who is a visionary leader with a passion for arts education, creative learning, racial equity, and radical inclusion through arts practice and participation. The successful candidate will utilize their high-level management and development skills to lead the execution of YCA's strategic vision. The Executive Director will build on the organization's strong legacy of poetry, spoken word, creative writing, and MC programming. The Executive Director will partner with the Artistic Director to continue, among other things, to shape YCA's strategic direction, its programming, culture, and community engagement.

The next ED will have the ability to understand and speak to a broad array of programs, and to engage with stakeholders ranging from communities of young people, artists, educators, clients, institutional funders, sponsors, and individual donors. The ideal candidate will have an inspiring management style, inclusive of engaging staff input as a process for effective decision making. They will implement an equitable and inclusive culture across the organization. They must evidence commitment to the mission of the organization and the communities it serves. As a senior public face of YCA, they must convey with passion and authenticity the work and vision across programs, both internally and externally.

Essential Responsibilities and Functions

Organizational Leadership and Strategy

- Collaborate with the Board, Artistic Director, staff, and other significant stakeholders to ensure YCA's mission is fulfilled and its strategy continues to evolve in support of its mission.
- Work with the Board, staff, and other stakeholders to develop a comprehensive strategic plan.

Financial Management and Viability

- Develop and manage resources to ensure YCA's ability to execute on its initiatives, while maintaining a solid financial foundation.
- Work with the development staff to set and attain goals.
- Collaborate with others to establish long-term and annual financial projections.
- Deliver organizational goals within the context of budget attainment.
- Work with the Finance Committee to appropriately maintain and manage financial reserves.

Fundraising

- Provide leadership to, and accountability for, all development related efforts.
- Actively partner with development staff to grow the budget and reserves in a sustained manner through ongoing initiatives with existing and prospective institutions, foundations, and individual funders.

Organizational Operations

- Lead the operational execution of the organization in support of its strategic plan.
- Identify operational priorities and work with staff to lead the daily execution of initiatives supporting those goals.
- Oversee the development and implementation of policies, communication strategies, and organizational vision.
- Maintain and build professional relationships with partners and stakeholders locally, nationally, and internationally.

Staff Supervision and Organizational Culture

- Inspire a culture of respectful collaboration amongst staff and contract employees.
- Create and implement organizational structures for people management, communication, development, and performance accountability.
- Sustain a culture of diversity, racial equity, and inclusion.

Governance

- Report to the Board and work with it to fulfill YCA's organizational mission.
- Advise the Board of key matters requiring input or action; ensure role-appropriate communications between staff and Board.

Essential Qualifications

The successful candidate will be a visionary team leader who inspires, motivates, and creatively problem solves. They will possess the following essential qualifications:

- Commitment to the values and pedagogy of YCA
- Ten plus years of experience with increasing responsibility in the nonprofit, public sector, or social enterprise management, including a successful history of working effectively with Boards and employees
- A proven track record in leadership, management operations, budgeting, financial administration, and relevant technology
- Knowledge and experience around diversity, racial equity, and inclusion program integration
- Experience in developing Board capacity and leadership and high-level governance
- Strong interpersonal skills
- Demonstrated experience working with under-resourced communities and building effective, collaborative community partnerships
- Previous experience raising funds from individuals, foundations, and corporations
- Ability to lead strategy building processes
- Talent acquisition, management, and development experience
- Knowledge of Chicago's networks
- Embraces challenges
- Demonstrates a strong reputation

Compensation and Benefits

The salary range for the Executive Director position is \$95,000 - \$105,000, along with a robust and competitive benefits package.

How to Apply

Young Chicago Authors 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 “Young Chicago Authors – 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. For best consideration, applications should be received by Friday, February 19, 2021. Applications will be accepted until the position is filled.

Young Chicago Authors 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. Applicants from historically underrepresented communities, including but not limited to people of color, LGBTQ individuals, and women, are strongly encouraged to apply.