



CHICAGO JOBS COUNCIL

EXECUTIVE DIRECTOR

FOR BEST CONSIDERATION, PLEASE APPLY BY MAY 13, 2021.

ABOUT CHICAGO JOBS COUNCIL

The Chicago Jobs Council's (CJC) vision is that all people, regardless of where they start or where they've been, can access employment as a pathway out of poverty. CJC moves people out of poverty through employment using on-the-ground expertise, advocacy, and capacity-building. Since it was established in 1981, CJC's membership has grown to include over 100 organizations and individuals who work together to influence the development and reform of public policies and programs designed to move people out of poverty, into the workforce and into better jobs.

Over its 40-year history, CJC has actively worked at the intersection of policy and practice and has evolved over time to serve as a critical intermediary organization with statewide advocacy efforts positioned to: bring the frontline experience of job seekers to systems change conversations; convene and facilitate cross-system conversations; and make connections between typically siloed systems.

ABOUT THE OPPORTUNITY

The next Executive Director will lead an agenda of capacity building, member engagement and policy advocacy in a rapidly changing landscape. To sustain the organization's work over the long term, the Executive Director will build a more diversified portfolio of funding sources, with a priority to secure funding from new sources such as social enterprise activities. The Executive Director will also be responsible for managing finances and overseeing a cost-effective and responsive organizational structure that maximizes the contribution of CJC's professional staff. This is an ideal opportunity for a leader committed to social justice and racial equity, experienced in the workforce development field, entrepreneurial and business-minded in approach, and with an understanding of the people and communities that benefit from CJC's work in the Chicago region and beyond to a national level.

ESSENTIAL RESPONSIBILITIES AND FUNCTIONS

ORGANIZATIONAL LEADERSHIP AND STRATEGY

- Fulfill CJC's mission, guiding the development and implementation of strategic visions, goals, and activities, in collaboration with and at the direction of the Board of Directors.
- Demonstrate a commitment to CJC's mission and vision, especially to racial equity, as well as commitment to leading CJC's development of an anti-racist agenda for workforce development.
- Manages the Board's due diligence process to assure timeline attention to core issues.

FUNDRAISING

- Develop and implement a sustainable fundraising strategy incorporating as diversified a portfolio of revenue sources as possible, including new types of funding.
- Help guide and enable the Board members to participate actively in the fund development process.

EXTERNAL ENGAGEMENT AND GOVERNANCE

- Promote communications and relationships with all of CJC's stakeholders, including members, employers, advocates, service providers, public officials, funders and other relevant audiences.
- Assure the filing of all legal and regulatory documents and monitors compliance with relevant laws and regulations.
- Manages partnerships and governance responsibilities of the organization.

ORGANIZATIONAL DEVELOPMENT, PROGRAM OVERSIGHT, AND STAFF SUPERVISION

- Maintain an effective and cost-efficient organizational structure with a commitment to fostering an organizational culture of professional growth, work-life balance, and transparency. The following three positions directly report to the Executive Director: Director of Policy & Advocacy, Director of Frontline Focus Training Institute and Director Administration.

- Assures a work environment that recruits, retains and supports quality staff consistent with the organization's mission and core values. Assures process for selecting, development, motivating, and evaluating staff.
- Specifies accountabilities for leadership and management teams and evaluates performance regularly.

ENTREPRENEURIAL AND BUSINESS ACUMEN

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ESSENTIAL QUALIFICATIONS

THE SUCCESSFUL CANDIDATE WILL POSSESS THE FOLLOWING ESSENTIAL QUALIFICATIONS AND CORE COMPETENCIES.

- At least 10 years' professional experience related to CJC's mission, with progressive levels of responsibility gained over time are essential. Experience in past senior leadership roles is essential.
- Knowledge of local, state and national policy issues regarding workforce challenges faced by job seekers.
- Proven success with fundraising along with knowledge of best practices and tools, including experience generating revenues of at least \$500,000 a year from diverse sources.
- Ability to think critically and strategically to make efficient use of existing resources and identify and engage new avenues of support. Should demonstrate ability to gain buy-in from Board, staff, funders and key stakeholders as they will participate in building consensus to make thoughtful and timely decisions in a team environment in which they actively participate and lead.
- Ability to embrace collaboration and teamwork with a strong focus on measurable results.
- Successful track record engaging and representing diverse, community-based constituencies.

- Excellence in organizational management, with the ability to design sustainable organizational structures, manage finances, and supervise and develop staff.
- Evidence of action-oriented, adaptable and innovative approaches to organizational planning and execution.
- Demonstrated organizational and team leadership skills that will strengthen CJC's ability to advance racial equity across the organization.
- Bachelor's degree required, advanced degree in a related field preferred. Degrees or certifications related to policy, political science, economics, or other social sciences preferred
- Knowledge of the workforce development field in general, including the Chicago region, state of Illinois and beyond at a national level in particular.
- Be a compelling, genuine, and energetic communicator and connector.

CORE COMPETENCIES

- **COLLABORATION:** Seek out and value input and feedback from others with an approach that includes humility, candor and integrity.
- **DIVERSITY, EQUITY AND INCLUSION:** Demonstrate an ever-deepening understanding of and act on authentic concern for issues of diversity, equity, inclusion, and social justice. Demonstrate self-awareness, social awareness, and cultural humility in all internal and external interactions. Demonstrate ability to build organizational culture with board and staff to ensure that everyone can fully contribute based their unique talents, skills and perspective and feels welcome and valued. Builds equity into projects and programs for CJC stakeholders, the network of partners and communities we serve.
- **GROWTH MINDSET:** View challenges as opportunities and mistakes as chances to learn and gain momentum in the face of setbacks.
- **LEGISLATIVE POLICY ADVOCATE:** Use high-quality, evidence-based resources to uplift best practices and curate content from a variety of experts, including researchers and practitioners to oversee efforts that shape local, state and federal policy.

COMPENSATION AND BENEFITS

The starting salary for this position on an annual basis is \$115,000 to \$135,000 subject to negotiations. Additionally, CJC offers a competitive benefits package.

HOW TO APPLY

Chicago Jobs Council 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 **“Chicago Jobs Council – 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 May 13, 2021.**

As an equal opportunity employer, the Chicago Jobs Council is committed to building an inclusive staff and strongly encourages applicants from historically underrepresented and/or marginalized communities, including people of color, people with disabilities, individuals with diverse backgrounds, and those whose life experience is underrepresented in employment programs and policies. The organization 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.

The Chicago Jobs Council recognizes that systemic, institutional and individual racism creates disparities in the way people of color fare in the labor market. We are continuously working to review and update our practices, policies, and procedures using a racial equity lens in order to achieve more equitable outcomes for all.