



**ORGANIZATION:** Center for Changing Lives

**POSITION:** Executive Director

**REPORTS TO:** Board of Directors

**SUPERVISES:** Program Director, Community Engagement Manager, Manager of Administration

**STATUS:** Full Time, Exempt

**LOCATION:** Chicago, IL

**DATE:** 10/17/2016

## **ABOUT**

Center for Changing Lives (CCL) is a high-impact, innovative, twenty-seven year old, community-based, economic opportunity organization. Over its lengthy history, CCL has demonstrated a commitment to its core values of innovation, poder (*Spanish, meaning noun: power and verb: to be able to*), economic justice, accountability, and solidarity. Through its work to partner with those held back by lack of resource and economic opportunity, CCL uncovers possibilities, overcomes barriers, and realizes potential, so that all may thrive. CCL takes a three pronged approach, which includes coaching, training, and advocacy, to build households' economic capacity to realize their promise and potential.

CCL embraces a strength-based, asset focused practice. CCL acknowledges its core competencies:

- CCL as a Financial Opportunity Center (FOC): One of 80+ organizations nationally using the evidence-based FOC model, CCL is unique both in how the model has shaped its identity and also in how it has applied the model to address the economic nature of housing instability and homelessness in Chicago.
- CCL as a Leader on Coaching: CCL is, to its knowledge, the first direct service organization to adopt coaching as its primary change method and to align service delivery, supervision and leadership development to coaching.
- CCL as an Innovator: CCL is continuously learning, improving and evolving. Therefore, the organization practices flexibility and creativity to strive to find more principled and effective individual, organizational, and community solutions that more perfectly reflect our values and vision.
- CCL as a Leader on Resource Development Interventions: Acknowledging that social, relational, and human capital each function to support the development of capacity needed to achieve big change, CCL has designed services and products that address capital to accelerate clients' economic advancement.
- CCL as a Community: CCL knits together diverse stakeholders who participate in its work through radical acts of sharing that cross prescriptive or rigid boundaries or roles. In connecting in new ways, unique opportunities for learning, development, growth, perspective, and social connection are possible.

CCL provides services to the greater Logan Square community of Chicago, with a particular emphasis on providing bilingual, bicultural services to Latino households on the northwest side of Chicago. CCL also provides services to people at risk of or experiencing homelessness, extending its work across Chicago. CCL is an independent 501(c)3 with a nearly million dollar budget and is governed by a 14 member Board of Directors.

CCL is characterized by a deep commitment to all people as naturally creative, resourceful and whole and the expert on their own lives. In the next chapter in its story, with an influx and further diversification of resources and relationships, CCL will continue to innovate to ensure all members of its community – staff, clients, board members, donors and partners – live into their promise and potential. For more information, please visit [www.cclconnect.org](http://www.cclconnect.org).

## **THE POSITION SUMMARY**

Center for Changing Lives (CCL) is seeking a new leader to take the organization and its work to the next level. Reporting to and partnering closely with the Board of Directors, CCL's Executive Director (ED) will work with the Board, administrative team, staff, donors, partners, and clients to advance CCL's strategic efforts. S/he will lead a talented, dedicated, resourceful team of 16 professionals and a host of volunteer leaders.

CCL's ED serves as its primary spokesperson, visionary, and coach. Taking an energetic, inspirational, and affirmative position on matters related to CCL's vision, values and mission, s/he inspires and builds a community of peers and partners, develops leaders throughout the organization, and advances CCL's unique identity as an organization that coaches, learns and advocates. The ED's work includes developing strategies to further engage high-level constituents, including elected officials, corporate partners, and new and existing individual and institutional donors at all levels, to increase their understanding of the role that CCL plays locally and beyond.

The ED, working with the Board of Directors and CCL's administrative team, is CCL's primary strategist and developer of resources and relationships. S/he is responsible for leading and advancing CCL's recently approved strategic plan and for mobilizing the resources and relationships needed to advance those goals and visions. As such, CCL's ED is a strategic relationship builder. S/he will lead engagement initiatives, which strengthen connections, create awareness and build support for CCL. The ED will actively manage CCL's foundation, government, corporate and major giving portfolios through engagement, cultivation, solicitation, and stewardship.

CCL's ED will oversee consistent application of CCL's values to the management of the organization, developing on the firm foundation built over the last three years. In partnership with CCL's administrative team, the ED works to ensure strong, effective programs, accountability and stewardship of CCL's financial and operational functions, and cultivation and engagement of CCL's broader stakeholder groups and communities. The ED will steward CCL's overall approach to community building: one that creates a culture of partnership and shared leadership throughout the organization, seeks justice, practices mutual accountability and solidarity, and ultimately fulfills CCL's mission and achieves its vision.

Key metrics for success of this role are linked to the CCL's third strategic plan, approved August 15, 2015. The plan has three strategy areas: Economic Opportunity Services, Resource Development, and Innovation and Learning. Through these strategic areas, the ED will ensure CCL:

1. increases client access to resources and financial opportunities, by expanding the use of current programmatic resources and products available to clients and developing of new programs and products that meet client need,
2. increases stakeholder engagement and investment, by defining successful strategies and plans around fundraising, marketing and communications, and leadership development to expand the donor base, deepened donor connections, and facilitate growth in client, staff and Board leadership of CCL,
3. increases its risk-taking activities to maximize innovation and learning and, by scaling innovations and sharing knowledge gained through training and technical assistance, change the fields in which CCL operates, and
4. prudently manages the organizations resources and stewards the financial, tax, risk, human resources, and facilities management functions according to regulatory and fiduciary responsibilities.

## **CANDIDATE PROFILE**

The ideal candidate will have the following personal competencies and characteristics to serve them as they engage the responsibilities of the ED position:

### Leadership and Management

The ED will demonstrate leadership capabilities by articulating clear, inspirational and strategic vision and goals, practicing transparency and mutual accountability, sharing leadership and cultivating new organizational leaders, evidencing openness and self-management, fostering a practice of collective decision making and collaboration, and taking a non-directive approach to supervision. S/he will be an innovative, energetic, inspiring individual who functions well in a fast-paced, "all hands on deck," team environment, which includes cross-function action and coordination. Both capable of being firm and supportive, the ED will enhance CCL's culture that is demanding of excellence and fiercely protective of the dignity and worth of each person.

While principally leading, management acumen is also necessary, particularly as it relates to the human resources, financial management and governance functions of the position. Comfort and experience with management functions, particularly those related to non-profit financial management, are necessary for success. The ED will possess the highest level of oral, written, and interpersonal communication skills to effectively partner with a broad range of individuals and organizations including Board members, donors, colleagues, elected officials and partners, as well as the media.

### Fundraising & Resource Development

The ED will have a strong skillset around fundraising and resource development with a measurable track record of success. S/he will cultivate investments, beyond traditional charitable giving, of time, talent, treasure and ties. S/he will think outside of the box, customizing fundraising and resource development strategies to be consistent with CCL's vision and values of a community practicing radical acts of sharing. Therefore, s/he will have demonstrated expertise with a wide range of fundraising channels and strategies, with particular focus on major and individual giving. CCL utilizes a "coach approach" to donor development, creating donor-centric approaches to resource development that are mutually beneficial to CCL and the donor.

### Strategy and Influence

The ED will be an excellent strategist, discerning between opportunities and actions to identify the course most advantageous to CCL and the achievement of its strategic plan. On both the micro-, mezzo- and macro-level, the ED will forge the partnerships and alliances necessary to achieve CCL's strategic ends. The ED expertly balances idealism and pragmatism to ensure that CCL's visionary plans are supported by the relationships and resources needed to achieve them. The ED will make no small plans: action will not be isolated from a broader strategy that advances CCL's plan.

In order to do so, CCL's ED will be a talented influencer, utilizing a suite of change management and coaching skills to move individuals to action on campaigns internally and externally. They will demonstrate a strong skillset around one on ones, challenging, powerful questions and accountability that, when utilized together, build the self-interested community and investment needed to for CCL to thrive in a context of shrinking resources and heightened competition.

### Passion and Conviction

The ED will have a passion for the CCL's mission and a commitment to economic justice. They will share CCL belief that everyone has the right to lead a full and abundant life. They will passionately pursue equal access to and allocation of opportunities and resources; advocate for the personal and structural changes needed for equity to flourish; and encourage the radical acts of sharing that open doors to opportunity and lift all people.

S/he will embrace the CCL's culture, while continually innovating to expand its brand and reach. The ED will be an empathic, socially intelligent, charismatic leader who has strong faith in the capacity of organized people and organized resource to achieve transformational change. S/he will unapologetically encourage the self-determination of those who have often been oppressed or exploited by our financial systems and will look for innovative solutions among those most impacted by the systems and structures that shape people's economic lives. As such, the ED must be experienced and comfortable working within a context of diversity and have either lived experience or demonstrated outreach to diverse communities. S/he will be an individual of unquestioned integrity, ethics and values, who can be unreservedly trusted.

## **CANDIDATE QUALIFICATIONS**

Experience in community development, economic opportunity, or integrated financial services are preferable, though not a requirement. The successful candidate will possess an understanding of the local and national non-profit environment and management and exhibit thought leadership as to how CCL can capitalize on the ongoing changes for the benefit of both the organization's financial success and the economic needs of its clients.

A Bachelor's degree is required; an advanced degree is preferred. Five or more years working in community or public service in a series of positions with progressively greater responsibility are required. Three years of leadership and supervision experience and previous Board of Directors experience is also required. Spanish language proficiency and previous work with communities of color is preferred, but not required.

Center for Changing Lives is an equal opportunity employer and strongly encourages applications from people of color, persons with disabilities, women, and LGBTQI applicants.

### **Salary and Benefits:**

The annual salary range for this position is in the low to mid \$70s, commensurate with experience, and compensation will keep pace with the growth of CCL's budget. CCL offers a competitive benefits package, including employee-only health and dental insurance, life insurance, short term and long term disability insurance and generous paid time off.

**Physical Demands & Working Environment:**

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**Physical Demands:**

While performing the duties of this job, the employee is:

- constantly required to operate a computer, phone and other office productivity machinery, such as a copy machine and printer
- constantly communicates with staff, donors and partners who have inquiries about CCL, via phone, email and in-person conversations
- frequently required to remain in a stationary position and move about inside the office to access file cabinets, office machinery, etc.
- frequently required to review, read, inspect documents related to service provision, management and administration
- frequently required to travel to off-site locations. Ability to drive and access to car required.
- occasionally lift and/or move 50 pounds

**Work Environment:**

- The noise level in the work environment is usually moderate, but may significantly vary given the open air layout of CCL's offices.
- CCL's regularly workday is Monday - Friday either from 9am – 5pm or 10am – 6pm. The position requires flexibility in schedule and evenings and weekends and off-site work are frequently required.

**Materials & Contact:**

In order to express interest candidates must submit the following materials: a cover letter and a resume. To express interest in this role, please submit materials by email to The Transition and Search Committee at [careers@cclconnect.org](mailto:careers@cclconnect.org). No calls, please. All inquiries and discussions will be considered strictly confidential.