



## **Executive Director Search Profile**

### Introduction

Solutions for Care (SFC), originally the Near West Suburban Council on Aging and then the Berwyn-Cicero Council on Aging, was incorporated in 1972 as a response to the needs of a growing number of older adults in the community. Later, the organization expanded and began serving both individuals 60 years+ as well as those who are 18-59 years of age who are living with a disability. SFC serves over 1,500 individuals through the Illinois Community Care program; advocates for more than 400 clients through the Adult Protective Services Program; and assists more than 6,000 clients through the Aging and Disability Resource Network.

SFC is the main provider of senior and disability services for Berwyn, Cicero and Proviso Townships. The SFC service area includes Berwyn, Cicero, Bellwood, Berkeley, Broadview, Forest Park, Hillside, Maywood, Melrose Park, Stone Park, and Westchester. For over 45 years, Solutions for Care has been an important part of these diverse and vibrant communities.

SFC is committed to preserving the independence and dignity of all older adults and those living with disabilities, being their advocate, and working to find the best available resources that lead to greater self-sufficiency and a higher quality of life.

SFC provides assistance in areas that include:

- Assistance and enrollment in state programs including SNAP, Medicaid, Benefits Access, Medicare Savings Plan
- Counseling and enrollment in federal programs including Extra Help with Prescription Drug plans, Disability benefits, Part D Prescription plans
- In-home assessments for in-home care services, Emergency Home Response, or Adult Day Services as described under the Community Care Program
- Home Delivered Meals or Chore Programs
- Caregiver support and education for older adults and their caregivers
- Choices for Care assessments at MacNeal, Loyola, Hines and RiverEdge hospitals.

SFC is a 501(c) (3) organization with a current budget of approximately \$1.6 million. There are 28 full-time and 2 part-time employees on staff.

Due to the retirement of the current Executive Director, SFC has the opportunity to hire a leader who can build on its legacy of service and commitment to the community. The new Executive Director will have the mandate to work with the Board of Directors and create a strategic framework for the organization; guide the organization through this change process; and set a direction for the next phase of Solution for Cares' history.

## Candidate Profile

Reporting to and collaborating with the Board of Directors, the Executive Director executes the mission and provides primary leadership for the organization. The Executive Director is responsible for the overall management of the organization with a focus on diversified resource development and external relationship-building.

The Executive Director will be a proven human services leader who has been a catalyst in fulfilling an organization's vision. This individual would bring leadership characterized by an ability to garner broad community support; increase visibility of the organization; and carry forward major new projects and programs.

The Executive Director must be able to communicate the organization's mission with enthusiasm. The ability to relate to a wide variety of constituents including community partners, donors, elected officials, governmental agencies, business and civic groups, volunteers, and neighbors is essential. A collaborative mindset is critical for success in this role.

Given the funding challenges faced by non-profits in the aging arena, the ideal candidate will demonstrate a proven track record in obtaining major individual gifts, sponsorships, foundation support, and government grants and contracts. The ability to nurture and further develop a strong, proactive, and engaged Board of Directors is essential.

Previous success in guiding and managing significant organizational change is desired. Specific experience working with older adults is not a requirement. However, a knowledge and understanding of how to create and deliver social services and programming must be evident.

The Executive Director will have demonstrated the ability to gather data on programs and services; monitor and assess those programs based on relevant data; and implement decisions based on that analysis. Experience making strategic decisions in considering new and creative methods of program design and management is expected.

A proven ability to hire, coach, and lead employees as an effective team of closely coordinated, highly professional, self-accountable staff members is a must.

The successful candidate will have demonstrated skills in operations and business management with 8-10 years of increasingly complex management experience.

A bachelor's degree, or an equivalent combination of education and experience, in a related field from an accredited college or university is required; a master's degree in a related field is preferred. Affiliation with and leadership in local, state, or national professional/ trade organizations that are related to human services would be a plus.

Bilingual or multilingual ability is a plus. Ability to effectively interact, work, and develop meaningful relationships with people of various backgrounds is essential in addition to an inclusive leadership style that demonstrates the ability to recognize the contributions of all stakeholders in the organization and community.

## Specific Skills and Competencies

### **Business/Financial Acumen**

- Responsible for long-term financial planning for the organization and ensuring that Solutions for Care is fiscally sound
- Skilled business and operational leader who understands both the financial and operational aspects of managing an organization
- Experience in developing and executing a diverse fundraising strategy that includes grants, foundations, corporate giving, and individual giving
- Ability to set strategic goals by gathering pertinent business, financial, service, and operations information; identifying and evaluating trends and options; choosing a course of action; defining objectives; and evaluating outcomes.

### **Relationship Management**

- Willingness to spend time and energy to nurture relationships in a multitude of arenas for the benefit of the organization
- Understanding of key relationships that will benefit and support Solutions for Care
- Ability to define the “win-win” in a partnership, relationship, or alliance

### **Communication Skills**

- Strong verbal and written communication skills
- Adept at handling difficult conversations in an honest and respectful manner
- Sensitivity to different messaging for different audiences
- Ability to synthesize large amounts of information into simple, powerful, and clear messaging

### **Leadership Skills**

- Visionary leader who demonstrates confidence and compassion; comfort with ambiguity and change; and is resilient and forward-thinking
- Strong and effective leadership presence who can represent Solutions for Care in local, state, and national forums
- Sensitive and insightful servant leader with experience in managing organizational change
- Confident leader with an ability to actively listen to a wide variety of stakeholders and withhold judgment
- Commitment to and demonstration of continuous learning

### **People Management**

- Ability to motivate and inspire a team in service of the mission; ability to effectively influence actions and opinions of others
- Willingness to accept feedback from others and give appropriate recognition to others
- Past experience and proven ability to work closely with a Board of Directors and recruit, maintain, and engage a strong, diverse board
- Treats people with respect; keeps commitments; inspires the trust of others; acts with integrity; demonstrates high ethical standards

## Process

The Board of Directors has appointed a Search Committee to oversee the search and hiring process. The Search Committee is working closely with a consultant and has developed a detailed search process.

Interested candidates can apply for the position by submitting a current resume, salary history, and letter of intent to [SolutionsEDsearch@gmail.com](mailto:SolutionsEDsearch@gmail.com) no later than the end of the day on December 14, 2018.

The privacy of applicants will be respected and preserved until the last phase of the hiring process. References will be checked during finalist interviews, with candidate knowledge.

Competitive salary and benefits package will be provided.

Solutions for Care is an equal opportunity employer.