

## HEPHZIBAH CHILDREN'S ASSOCIATION

### CHIEF EXECUTIVE OFFICER

<https://www.hephzibahhome.org/>

#### **The Organization**

Founded in 1897, Hephzibah Children's Association (Hephzibah) is Oak Park's oldest social service agency with a mission to help children thrive and families flourish through a continuum of community-based programs that include residential services for children at Hephzibah Home, foster care and adoption services, comprehensive services for children and families in crisis and after-school, and summer camp services on a sliding scale for families of all income levels.

Hephzibah's Programs include—

- Hephzibah Home, a therapeutic residential treatment program for young children age 3 – 11
- Foster care services for children and their foster families
- Foster Parent Training & Licensing
- Intensive case management and support services for families in crisis
- A positive parenting abuse and neglect prevention program
- After school care and summer day camp for Oak Park elementary school children

#### **The Role**

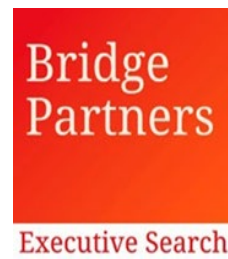
**Location:** Oak Park, IL

**Reports to:** Board of Directors

**Executive Leadership Team:** Chief Operating Officer; Chief Financial Officer; Director of Family-Based Services; Director of Day Care; Director of Residential Services; Director of Development; Director of Human Resources

#### **Position Summary**

The Chief Executive Officer (CEO) is accountable for leading Hephzibah in pursuit of its mission, including executive leadership of the organization, its current and future programs, services, and initiatives; stewardship of its donors; and ensuring the organization's financial health and sustainability. The CEO works closely with the Board and Hephzibah's experienced team of over 180 team members to achieve the goals and objectives of the organization. The new leader oversees a \$12m operating budget that includes grant income, earned revenue, philanthropic support, and investment income.



Having recently celebrated its 125th anniversary (in 2022), Hephzibah is perfectly positioned for a visionary and entrepreneurial leader to bolster and broaden the organization's mission, leverage and grow its exceptional programs and services, and increase visibility for an organization with a reputation for best-in-class child and family services and ethical standards.

**Priorities of the position include, but are not limited to:**

- Implement the most-recent strategic plan in concert with the Board, staff, donors, volunteers, and community partners while leading Hephzibah as the face of the organization.
- Diversify and grow the donor base with the goal of long-term sustainability; work closely with current donors, re-engage with former donors, and identify new avenues of funding.
- Lead with empathy, compassion, and a sense of humor; promote a mission-focused, cohesive team culture while cultivating and developing the next generation of leaders.
- Continue the strong tradition of inclusivity and equity within the organization and in the Oak Park community.
- Review and assess infrastructure, technology, processes, and systems to ensure the organization is equipped to keep pace with a changing post-Covid environment.

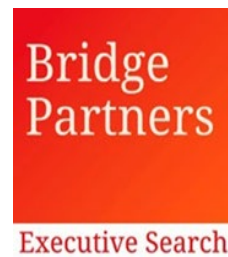
**Key Responsibilities**

**Strategic Leadership & Board Relations:**

- Forge a fresh and innovative vision for Hephzibah that inspires and unites all constituents positioning the organization to continue as an invaluable family services resource.
- Execute an operational multi-year plan that supports the key components of the recently approved (2023) strategic plan.
- Ensure sustainability and continued relevance of Hephzibah; identify forward-thinking business and financial models that respond to the changing child services landscape.
- Support and facilitate the Board's work in exercising its governance responsibilities through collaboration, regular communication, and education regarding innovative concepts for ethical family/child welfare services.

**Business & Resource Development:**

- Actively engage and energize current and potential funders, Board members, event committees, and partnering organizations; leverage current and cultivate new relationships to initiate fundraising opportunities.
- Assess existing revenue streams and explore new sources of funding with the Development team.
- Provide high-level supervision and evaluation on all short-term and long-term fundraising efforts.



### **External & Public Relations:**

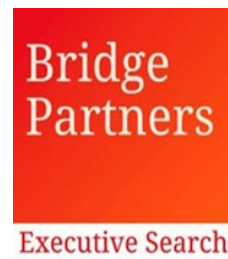
- Provide thought leadership regarding the evolution of family and child welfare topics; participate in and lead activities keeping Hephzibah at the forefront of service and funding trends including opportunities for government and private sector initiatives.
- Promote Hephzibah's visibility and serve as a leading voice and advocate for children and families locally and state-wide.
- Cultivate effective relationships including, but not limited to: parents, funding sources, community partners, peer agencies, business leaders, and public officials.

### **Organization Management & Team Leadership:**

- Provide inspirational leadership and direction to the organization's full- and part-time staff.
- Set the highest standards of management and embody the mission of the organization; model collaborative behavior among staff, Board, donors, and partners.
- Oversee all aspects of Hephzibah's business and finances, including identifying technology and/or more efficient process and procedures to achieve stated goals and objectives.
- Manage operating results and cash; maintain as well as advance the current level of service quality amid the post-Covid environment.
- Recruit, retain, develop, and evaluate passionate and highly experienced staff; ensure the team has the tools, resources, and information necessary to carry out their work at the highest levels.
- Ensure equitable compensation, job satisfaction, career advancement, and ongoing professional development opportunities across the organization with an emphasis on succession planning and developing the next generation of leaders.
- Promote a collaborative culture that values accountability, transparent communication, and a cross-functional approach to innovation and creativity in problem-solving and service delivery.

### **Diversity, Equity & Inclusion (DEI):**

- Champion, center, and prioritize DEI within the organization.
- Cultivate and promote a positive organizational culture of belonging, committed to attracting and retaining a diverse employee base.
- Demonstrate a model of accountability and give voice to people from underrepresented groups in the workplace.
- Listen and engage with communities that reflect those whom Hephzibah serves, interacts, and collaborates to foster a sense of empowerment and belonging for all those touched by the organization.



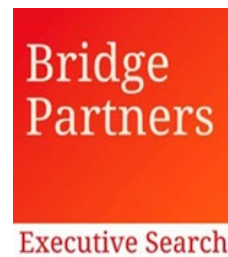
## **The Leader**

### **Professional Experience:**

- Fifteen (15) years of not-for-profit or for-profit management experience is required, including a minimum five (5) years in a senior (C-suite) leadership role. Proven experience within a mission-driven organization is required. The CEO reports to the Board of Directors.
  - A bachelor's degree or equivalent professional experience is required.
  - An advanced related degree (MPA or MBA) is preferred.
  - Proven financial acumen is a must; familiarity with nonprofit finance and budgeting is a plus, but not required.
  - Experience in a public or nonprofit social service setting and/or a child welfare or family services organization also a plus, but not required.
  - Private sector executives will have a demonstrated track record of mission- and service-orientation.
- Ability to work collaboratively with a highly-engaged and sophisticated Board on strategic planning processes and development initiatives.
- Proven fundraiser with the ability to nurture and develop major gift donors at the six- and seven-figure giving levels.
  - Experience in development of new revenue streams and business lines that build upon the strengths and assets of an organization while staying mission-focused is a plus.
- Superior people management and leadership skills; evidence of leading through change and strategic growth with positive outcomes—an agent of change who is comfortable empowering and motivating staff at all levels in the organization with a willingness to roll up your sleeves as the situation requires.
- Ability to set clear priorities, delegate, and guide investment in people, processes, technology, and systems; strong organizational and problem-solving skills that enable sound decision-making in a complex organization.
- Commitment to and experience working with organizations prioritizing social justice, racial equity work, and inclusion.
- High level of comfort with brand marketing and communications, public relations, and public speaking as well as communicating information to a wide range of audiences.

### **Personal Attributes:**

- Passion for and commitment to Hephzibah's mission, work, and communities served.
- Strategic vision, big-picture thinker with humility; can see forest for the trees, while willing to get into the weeds when needed.
- Servant leader who can connect with, motivate, and develop all teams – and all generations (Boomer, X, Millennial, Z) – across the organization.



- Flexible; able to course-correct when required and engage the Board and staff behind a shared vision.
- Ability and commitment to look at the organization and the communities served through a racial equity lens.
- Listener who can learn, adapt, and shape the organization during a period of growth and transformation.
- Demonstrated business and financial acumen, understanding of best practices for creating business line as well as culture change.
- Effective spokesperson for the organization; a public presence comfortable operating in different settings and in front of different audiences.
- Strong verbal and written communication skills and a willingness to share information.
- Comfortable taking calculated risks and advocating for new ideas; in the spirit of innovation and professional development, encourage and empower others to move outside of their comfort zone.
- Leads by example; humble with a healthy ego; high EQ with a sense of humor and fun.
- Impeccable integrity and highest ethical standards for themselves and others.

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If you or someone in your network is interested in exploring this opportunity, please submit a cover letter & resume to:

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