



Position Description

This position is a unique opportunity to lead a storied feminist health collective at a pivotal time in its history, as it marks 50 years of service to Chicago communities and builds on that foundation for future growth.

The Executive Director works closely with the Steering Committee, Board of Directors, and program leadership to ensure the organization's overall health and to guide its strategic direction. The ED is primarily responsible for the fiscal integrity and fiscal management of the organization.

The Executive Director works as part of a healthy, stimulating work environment with feminist spirit and dedication to CWHC's mission and the people it serves. As with every position at CWHC, the Executive Director is accountable to the Collective. The ideal candidate is a highly motivated person who can work both collaboratively and independently to foster the impact and health of the organization.

Primary Responsibilities:

Fiscal Planning and Management (30%)

- **Budget creation and monitoring:** Lead the development of the annual operating budget, including building Collective alignment around the budget, monitor and manage organizational resources according to the annual budget, create and present quarterly financial reports to Board and Collective that accurately reflect the financial condition of CWHC.
- **Financial Oversight:** Work closely with the Finance & Administrative Manager to ensure accurate accounting, develop new financial policies and practices as needed or as reporting requirements change, oversee selection of independent auditor, coordinate board review of 990 and audit, verify monthly bank statements and coding on invoices.
- **Financial communications:** Provide Board and Collective with accessible financial reporting and facilitate decision making processes, ensure timely and accurate financial reporting to foundations.

Fundraising (30%)

- **Serve as the lead fundraiser** for the organization, foster a culture of fundraising that acknowledges and engages the entire Collective as fundraisers.
- **Individual & Corporate Giving:** In collaboration with the Development Director and Board Committee, create and implement a vision and plan for short- and long-term growth in individual and corporate giving. Solicit and steward individual donors through regular communications, special events, and strategic asks.
- **Grants Management:** Build and sustain relationships with foundation contacts, support Development Director with strategic asks, content development, prospecting, and ensuring high quality, timely submissions to meet budgeted goals.
- **Community Engagement:** Develop relationships with donors, community members, and other organizations to increase and sustain visibility of CWHC. Guide and support CWHC's external

communications. Serve as CWHC's primary media liaison and represent CWHC via external speaking engagements.

Organizational Development and Operations (25%)

- Short- and long-term planning: Collaborate with Collective leadership and Board Committee on strategic plan creation, implementation, and communication of progress made.
- Serve as Steering Committee member and attend bimonthly meetings to collaboratively approach financial management, personnel management, short and long-term planning, and strengthening internal organizational structures and policy.
- Program Development and Support: Serve on Directors Committee; support directors in developing and improving systems for achievement of goals, program management, evaluation, and planning.
- Legal: Oversee ongoing assessment of liability of organization, ensure maintenance of appropriate levels of liability insurance, navigate legal issues as needed, review and sign major contracts, ensure CWHC is in accordance with Illinois state employment laws and federal lobbying/advocacy laws where applicable, maintain working knowledge of significant developments and trends in areas like non-profit reporting requirements and health care legislation/regulation.
- HR: Maintain working knowledge and seek counsel as needed to ensure sound HR policies and practices, work with Finance & Administrative Manager to ensure timely payment of payroll taxes and other requirements as needed and to coordinate renewal of staff group insurance and 403B management.

Board Committee Liaison (10%)

- Support the effectiveness of CWHC's Board Committee by planning and executing bi-monthly board meetings, communicating effectively with the board regarding CWHC's activities, encouraging collaboration between board and staff, and building relationships with board members.
- Prepare and present financial reports for Board on a quarterly basis at minimum.
- Support the Board Committee with the annual board recruitment, selection, and orientation process.

Collective Involvement (5%)

- Join ad-hoc committees as needed (based on interest and/or skill set or position).
- Review meeting minutes from all programs, to stay informed about health center activities.
- Provide feedback in the interest of improving health center services and culture.
- Participate in annual budget assessment process.
- Support CWHC through events attendance and community networking.
- Attend, actively participate, and vote (when eligible) in Collective Meetings (4 meetings per year).

Qualifications

- A minimum of three years of non-profit management experience.
- Hands-on budget planning and financial management experience, ideally with organizational and programmatic budgets. (If experienced with only programmatic budgeting and financial management, at least three years of experience is required.)
- Demonstrated success in raising funds through the solicitation of foundations, individuals, and major donors.
- Health care experience either from a clinical or administrative perspective; health care administration experience preferred.
- Project and people management skills and experience.
- Strategic and long-term planning experience.
- Understanding and interest in participating as a leader in a modified collective structure.

Skills

- Proficiency in Microsoft Office.
- Ability to identify and implement best practices, problem-solve, think strategically, plan for the long-term success of the organization, and effectively delegate tasks.
- Ability and desire to play a leadership role in scaling up fundraising activities and impact.
- Excellent organizational skills and proven ability to manage multiple priorities with accuracy and attention to detail, as well as prioritizing and meeting deadlines.
- Ability to balance independent and collaborative work.
- Ability to convey a vision of CWHC's strategic future to funders, staff, board, and volunteers.
- Public speaking experience or aptitude.
- Excellent communication and collaborative leadership skills.

Benefits:

The salary for this position is \$80,000. This is a full-time salaried position. The person in this position will be considered a full Collective member of CWHC and benefits include health insurance and generous paid time off.

To Apply:

Please submit a cover letter and resume via email to Clare Hiyama at ch@chicagowomenshealthcenter.org. Note, the cover letter should be separate from the body of the email. No phone calls, please.

Applications will be accepted on a rolling basis until the position is filled. While the anticipated start date is negotiable, the preferred start would be mid-December 2024.

CWHC is an equal opportunity employer and is committed to creating a workplace free from discrimination. No one will be denied opportunities or benefits based on age, color, race, sex, national origin, religion, marital status, sexual orientation, gender identity, gender expression, political belief, or disability, either visible or invisible. People of all backgrounds, particularly people of color and trans or gender-expansive individuals, are encouraged to apply.