

Position Specification

President & Chief Executive Officer DuPage Foundation

Downers Grove, Illinois

September 2022 | Confidential





President & Chief Executive Officer

Reporting To Chair, Board of Trustees

Location Downers Grove, Illinois

Company Description

DuPage Foundation

<https://dupagefoundation.org/>

Grounded in the desire to strengthen community participation and investment in DuPage County, DuPage Foundation is the county's philanthropic leader. To raise the quality of life for DuPage County residents, the Foundation has positioned itself as a resource and guide. The Foundation responds to needs and pain points in DuPage County by creating a channel for those who wish to make a difference. Facilitating personalized and meaningful change in DuPage County, DuPage Foundation is a 501(c)(3) public charity that partners with residents and organizations to help nurture and direct their charitable contributions.

Since its inception in 1986, DuPage Foundation has seen incredible growth. In the past five years, the Foundation has nearly doubled its assets and team. This is a testament to the partnerships DuPage Foundation has built and continues to grow. The Foundation is passionate about creating change in DuPage County, and it does so by strengthening community involvement and understanding its partners' unique charitable goals.

DuPage County has a population of 930,759, and the median household income is \$94,930. The county comprises substantial pockets of wealth alongside many low-income communities. This means there are individuals and communities in need of support in DuPage County, but there are also individuals and organizations who are looking for ways to help. The Foundation builds energy around charitable giving in the communities it serves while providing a vehicle to pool resources and drive meaningful change.

Scope and Responsibilities

The Board of Trustees seeks its next leader to guide DuPage Foundation's vision of raising the quality of life throughout DuPage County. The Foundation has grown to more than \$130 million in assets and awarded more than \$65 million in grants to not-for-profits serving the residents of DuPage County and beyond.

Specific responsibilities include:

- Preserve and expand the Foundation's reputation as a valuable community asset, neutral convener, and proactive collaborator. Ensure all strategies, programs, and communications reinforce the Foundation's brand and expand awareness of the Foundation's critical role in DuPage County and the broader philanthropic sector.
- Serve as the chief asset developer. Engage the Board of Trustees, committee members and staff to achieve the Foundation's fund-raising goals.
- Serve as an inspiring, credible, and persuasive spokesperson for the Foundation. As the public face of DuPage Foundation, be able to engage with a variety of audiences, promoting awareness and sparking interest in the Foundation's work in addressing community issues. Be visible in the community by attending events and participating in activities of civic, professional, business, and community organizations.
- Inspire confidence and trust with transparency in all activities of the Foundation.
- Lead on the development and execution of the [strategic plan](#) to drive the Foundation's growth and expand its impact.



- Work closely with the Chair, Executive Committee, committee chairs and senior staff to set organizational impact goals and develop tools to measure progress.
- Identify and engage strategic partners to achieve the Foundation's goals, expanding connectivity to include partnerships within the business community of DuPage County.
- Make decisions firmly and swiftly amidst ambiguous and complex situations.
- Ensure that a comprehensive hiring process, a commitment to professional development, and the recognition of staff retains a talented, high-performing team passionate about the Foundation's mission.
- Provide inspiring and motivating leadership to foundation staff, maintaining an atmosphere of inclusion where everyone feels respected, all voices matter and consensus can be built. Lead by example in developing and mentoring foundation team members.
- Manage organizational risk through policy development and adherence, continuous industry research, and the implementation of checks and balances.
- Be directly responsible for the Board Development, Bylaws, Executive and Strategic Planning committees. Serve ex-officio on all committees.
- Oversee Board meeting agenda preparation and conduct follow-up activities.
- Implement the Board's decisions, policies, and directives.
- Supervise four direct reports heading up advancement, communications, finance, and programs.

Key Selection Criteria

- Bachelor's degree with advanced degree or professional certification preferred.
- A minimum of 10 years' experience in not-for-profit leadership required.
- Strong interpersonal and networking skills among diverse constituent groups.
- Demonstrated commitment to philanthropy and community service.
- Proficiency in Microsoft Office suite and relational databases.
- Knowledge of the local community and philanthropic landscape a plus.

Core Competencies: Relationship Building, Strategic Vision, Leadership, Coaching, Mentoring, Decision Making, Integrity, Communication, Diplomacy, Financial Acumen, Fund Raising

Personal / Professional Attributes

- Outstanding communication skills with high emotional intelligence, the ability to listen well, make persuasive proposals, and overcome concerns and delays.
- A self-starter with the ability to build authentic relationships and rapport, including those with high-net worth social circles.
- Innovative, forward thinker with an understanding of how to utilize branding and marketing to build a powerful reputation.
- Highly organized and able to manage multiple projects simultaneously.
- Willingness to work overtime including evenings and weekends.



Hiring Policy

The DuPage Foundation considers applicants for all positions without regard to gender, race, color, religion, age, national origin, ancestry, disability, political affiliation, marital status, sexual orientation, or any other legally protected status.

Contact Information

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