

## **JOB ANNOUNCEMENT – 8-1-2010**

### **EXECUTIVE DIRECTOR Christian Outreach of Lutherans Waukegan, Illinois**

#### **OVERVIEW**

The Board of Directors of Christian Outreach of Lutherans (COOL) seeks a resourceful and visionary Executive Director to provide organizational leadership in giving comprehensive assistance to families in need. In partnership with the board and staff, the successful candidate will be prepared to carry forward and build on the nearly thirty-year legacy of COOL in reducing hunger and homelessness in Lake and McHenry Counties, Illinois, while encouraging personal growth and self-sufficiency in those receiving assistance. The successful candidate will create and implement strategies for significantly increasing COOL's ability to serve the hungry and homeless in the community.

#### **ABOUT CHRISTIAN OUTREACH OF LUTHERANS**

Established in 1982 by people from six Lutheran Churches in the Waukegan/North Chicago area, COOL was incorporated as a not-for-profit, 501(c)(3) charitable organization in 1983. The first program was the COOL Food Pantry, opening its doors in January 1983.

The pantry has grown each year and is supported by the entire Lake County community including churches, individuals, government, corporate and foundation grants. Beginning in 1991, COOL was selected to become a recipient program of United Way of Lake County. The Waukegan pantry is open weekdays, and a second pantry in Ingleside is open Mondays and Wednesdays; in addition, both are open on the fourth Saturday of each month. The pantries provide families with four days of nutritionally-balanced food for breakfast, lunch and dinner along with specialty foods for cardiac and diabetic diets, and also offer ethnic foods and gluten-free foods for those with allergies.

COOL began a Transitional Housing Program in October, 1988. The program provides case management to homeless families in need of life re-

structuring. COOL provides a clean, safe place to live, counseling, life skills training and other support services which collectively work to enable guest families to transform their lives and make a smooth progression toward self-sufficient living. The COOL Program Manager visits and phones each family regularly to determine on-going needs and monitor progress. A domestic budget is established and regular deposits must be made into a savings account.

Guest families are referred from a number of social service agencies throughout Lake County. Organizations such as A Safe Place, Catholic Charities, Staben House for Women, PADS, the Illinois Department of Human Services, the Lake County Health Department, Lake County Fair Housing, area schools, churches and individuals regularly recommend families to our program. Any family (one or two parent) who is homeless or about to become homeless can apply. Since 1988, 14 families have become first time homeowners upon leaving the COOL program. COOL received the "Non-Profit Developer of the Year" award in 1997 from the Lake County Affordable Housing Commission in recognition of its Phase II 4-unit building development.

## **STRATEGIC DIRECTIONS**

The Board of Directors is working through a process of evaluation and reassessment of the organization's operations and procedures with a focus on adjusting operations in ways that will allow greater effectiveness in service to the mission of the organization "to give comprehensive assistance to families in need, by reducing hunger and homelessness, while encouraging personal growth and self-sufficiency." Specifically, the current Strategic Plan focuses on: strengthening the Board membership so that Board members may better fulfill their role and provide necessary long-term support for the organization; enhancing the long-term financial resources of the organization; expanding services and programs consistent with the organization's Mission; and working to expand COOL facilities.

While much of the evaluation process may be accomplished by the time the successful candidate begins, it is expected that he/she will contribute to refining the insights garnered through this process and that his/her experience will allow whatever changes are deemed appropriate to be successfully implemented.

## **BASIC FUNCTION**

The Executive Director is directly responsible for the overall management of Christian Outreach of Lutherans (COOL), including development and refinement of its service programs, control over budgeting and financial planning, contract and grant compliance, fundraising, accounting and fiscal management, and the recruitment, selection, and evaluation of the management team.

## **REPORTING RELATIONSHIPS**

The Executive Director reports directly to the Board of Directors, and supervises the following:

- Food Pantry Manager
- Transitional Housing Case Manager
- Finance Manager
- Grant Writer
- Administrative Assistant to the Executive Director

## **RESPONSIBILITIES**

The Executive Director:

- works with the Board of Directors to develop and implement the long-range strategies of COOL;
- provides leadership in developing and implementing program and organizational plans for COOL;
- develops and oversees the COOL community outreach programs;
- is responsible for recruitment, employment, training, supervision, and release of all personnel, including paid staff and volunteers;
- oversees grant planning and implementation, including oversight of grant writing;
- ensures productive relationships within the communities, social service, government and referring agencies, churches, foundation and corporate funders, and individual donors;
- develops and oversees the annual budget with the Board Finance Committee and the Finance Manager;
- keeps the Board of Directors fully informed of the condition of the organization and all important factors influencing COOL's mission and operations;
- attends and participates in regular Board meetings.

## **CANDIDATE PROFILE**

### *Required:*

- Bachelor's degree.
- Experience in administrative position in a community-based nonprofit agency, including budget development, management and time management.
- Effective human relations skills that will result in positive working relationships with department managers, staff, volunteers, and the Board.
- Significant experience working collaboratively with persons of diverse racial and ethnic backgrounds, socioeconomic statuses, ages, and sexual orientations.
- Record of successful fundraising, from public and private sources, to support nonprofit organizations.
- Office management skills including computer skills at word processing and spreadsheets;
- Record of demonstrated skill in community building, including excellent oral communications skills and writing ability.

### *Desirable:*

- Five years' experience in senior administrative position in a community-based nonprofit agency, including budget development, management and time management.
- Education in Christian ministry.
- Experience in faith-based mission and/or ministry.
- History of having led organizational growth, facilitating higher levels of mission achievement.
- Experience and familiarity with the needs and institutions of Christian Outreach of Lutherans, and with local and regional nonprofit funders such as government agencies and private foundations.
- Advanced degree.
- Fluency in Spanish.

## **SALARY AND BENEFITS**

The salary offered is expected to be between \$48,000 and \$54,000, depending on the experience of the selected candidate. The benefits package includes medical, dental and life coverage, an investment benefit, a voluntary 403(b) retirement plan, three weeks annual vacation, plus a one week annual retreat. Additional professional-development time off may be available upon consultation with the Board.

## **APPLICATION PROCESS**

Applicants should send the resumes and cover letters describing the qualifications and their interest in the position either by mail to COOL Ministries, Inc., P.O. Box 1074 Waukegan, Illinois 60079, or electronically to [COOLMinistriesresume@gmail.com](mailto:COOLMinistriesresume@gmail.com). The deadline for applications is September 3, 2010. All applications will be kept confidential by the search committee. References upon request.

*Christian Outreach of Lutherans is an equal opportunity employer and is committed to recruiting a broadly diverse pool of qualified candidates for this position.*