

# Position Profile

**President**

*For*

**Community Foundation of  
Northern Illinois**  
*Rockford, Illinois*



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## I. Overview

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On behalf of our client, the **Community Foundation of Northern Illinois (CFNIL)** from here on), FurstExecutives is recruiting and evaluating candidates for the position of **President**.

Our client is seeking a **dynamic and engaging leader** who desires a position with an organization which offers the following opportunities:

- An opportunity to participate in the continued development of an already highly successful organization
- An opportunity with an organization with a stable financial platform from which to build
- An opportunity to work closely with a strong, engaged, and committed Board of Trustees and other highly experienced professionals
- An opportunity to be a leader in promoting the mission and vision of the organization
- An opportunity to work closely with a committed and dedicated community

The **President** will be a valuable and an active participant in the continued success of the CFNIL.

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## II. The Client Organization

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Founded as the Rockford Community Trust by a group of civic leaders who sought to establish a community "nest egg" for long-range community needs, the Community Foundation of Northern Illinois has grown dramatically in recent decades. CFNIL now serves four counties and invests nearly \$4 million every year into the communities of Northern Illinois through grants and scholarships. Thanks to the foresight and generosity of hundreds of local donors, CFNIL provides a stable and growing source of dollars for charitable activities that benefit the people and places of our region.

The CFNIL fulfills a unique role as an independent, place-based resource for the people of northern Illinois. Because the Foundation is permanently endowed, the Foundation is financially stable and provides reliable, long-term support and perspective to address needs and opportunities in the region.

The Foundation's home is the Marlowe Center for Philanthropy, an historic house overlooking the Rock River in Rockford, Illinois. The 4-county Rockford region is home to approximately 430,000 people. The region reflects the diversity of the nation and encompasses both rural and urban communities. It is home to business concentrations in aerospace and advanced manufacturing, agriculture, education, health care, and logistics.

It offers low cost living and easy access to Chicago, Milwaukee, and Madison, Wisconsin. The region features beautiful parks, natural spaces, and a vibrant cultural life. Post-secondary educational institutions and opportunities for professional development abound.

The Foundation is a 501(c)(3) nonprofit grant-maker serving Boone, Ogle, Stephenson, and Winnebago Counties in northern Illinois. Founded in 1953, the Foundation is a steward for over 400 component funds valued at over \$100 million. Nearly 90% of the Foundation's assets are permanently endowed.

Over the last 5 years, the Foundation's average annual grant and scholarship awards exceeded \$3.75 million per year. The Foundation's grantmaking includes donor-advised, donor-designated, and competitive grantmaking.

*The Foundation's mission is to serve as a catalyst for giving in order to attract, preserve, and grow an endowment for the current and future needs of the people of northern Illinois.*

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## **III. Position Description**

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### **A. Reporting Relationships**

The President of CFNIL will report directly to the Board of Trustees.

Reporting directly to the **CEO** are:

- Office Manager/Executive Assistant
- Vice President of Finance and Administration
- Director of Community Investment
- Engagement Director

### **B. Experience, Qualifications & Education**

The ideal candidate will have a track record of accomplishments in progressively responsible leadership roles. Community foundation experience is not specifically required. He/she will have superior interpersonal, communication, and organization skills and a passion to engage and make a difference for the people of Northern Illinois. Bachelor's or higher required; no field takes precedence. Experience working with or reporting to a not for profit board is preferred. A solid financial acumen is also preferred.

## C. Personal & Professional Attributes

The successful candidate will be experienced in:

- **Social**  
Fosters social interaction between others. Demonstrates understanding, friendliness, adaptability, empathy, humor, and poise in unfamiliar situations. Embraces diverse settings and individuals.
- **Exercising Leadership**  
Inspires and guides the development of organizational vision, mission, and goals. Connects group with other groups and with the larger mission of an organization. Creates a cooperative atmosphere. Overcomes obstacles and responsibly challenges existing procedures, policies, or authority.
- **Allocating Time**  
Coordinates timing of activities across projects and/or processes. Adjusts multiple schedules for organizational effectiveness and/or profitability.
- **Managing Money**  
Develops and governs a financial plan for an organization, including projecting organizational revenue versus costs over time, distributing funding to departmental or project budgets, allocating revenue to financial investments for projected purposes, and evaluating financial risks of new products or business ventures.
- **Allocating Human Resources**  
Determines individuals' potential for learning and accomplishing tasks and activities. Makes hiring decisions based on estimates of applicants' potential to meet job demands. Determines individuals' ability to perform. Assigns tasks and responsibilities and provides feedback to individuals regarding their performance.
- **Acquiring and Evaluating Information**  
Judges the quality, importance, pertinence, and authenticity of information drawn from diverse sources.
- **Interpreting and Communicating Information**  
Extrapolates information when it is not immediately obvious or entirely known. Communicates judgments about the quality and uses of data. Communicates data for making decisions. Explains complex information in understandable terms so that it can be received and understood by different audiences.
- **Participating as a Member of a Team**  
Establishes and maintains teams. Links team with management and with the overall goals of the organization. Acts as a facilitator and works to maintain the team. Builds on individual team members' strengths. Eases tension and builds cooperation. Resolves differences for the benefit of the team.
- **Teaching Others**  
Acts as a mentor and works to further others' careers by promoting their professional and personal development. Coaches co-workers and/or subordinates on all parts of their jobs. Helps others to apply related concepts and theories to tasks. Determines learning needs of others and recommends appropriate training programs.

- **Working with Cultural Diversity**  
Promotes universal acceptance of all groups. Appreciates across-group similarities. Promotes acceptance of other groups within own group.
- **Understanding Systems**  
Can explain the relationship of one system to other systems. Demonstrates an understanding of the rules and procedures of other systems. Can link and use different systems together to reach a goal. Can explain logic behind system arrangement in other work areas or components. Demonstrates an understanding of system-wide rules and procedures.
- **Listening and Speaking**  
Chooses and organizes related ideas and presents them in an articulate and compelling fashion. Responds to vague or deceptive questions with diplomacy and differentiates between fictitious or emotional factors and the real facts. Detects and uses very subtle nonverbal cues. Uses vocabulary suitable to audience or communicant.  
Convinces by means of verbal and nonverbal strategies. Presents a specific subject to an audience and responds to questions. Expresses oneself using subtleties, humor, and nonverbal signs to communicate more effectively. Responds to negative or incomplete questions appropriately.
- **Creative Thinking**  
Creates original applications or solutions that address overreaching problems or goals. Leads colleagues in generating ideas that bring about ideas from unrelated fields or applications. Creates original applications or solutions for a specific problem from the manipulation or transformation of ideas or objects. Leads others in generating ideas by initiating a string of thought or guiding a discussion.
- **Decision Making**  
Identifies all sound alternatives. Defines complex consequences. For example, a decision that resolves one problem may have consequences in another area.  
Identifies multiple sound alternatives for making a decision. Defines consequences in terms of time, costs, outcomes, and effects on the work process.
- **Problem Solving**  
Identifies and resolves a problem with causes that extend outside the immediate system. Analyzes current information or processes to identify areas of future problems. Plans and executes steps that require multiple sequences or schedules to resolve problems.

The successful candidate will be a person who:

- **Accepts Responsibility**  
Exerts a high and consistent level of effort and perseverance toward goal attainment. Works to become excellent at doing tasks by setting high standards, paying attention to details, and displaying a high level of concentration even when assigned an unpleasant task.
- **Engages Professionally and Socially**  
Fosters social interaction between others. Demonstrates understanding, friendliness, adaptability, empathy, humor, and poise in unfamiliar situations. Embraces diverse settings and individuals. Operates either within or outside formal organizational role.

- **Acts with Integrity/Honesty**

Exhibits behaviors of honesty and integrity out of commitment to social ideals. Mentors others in issues of ethics and ethical behaviors. Operates in the spirit of the greater social good when fulfilling work and organizational responsibilities.

## **D. Basic Function & Responsibilities**

The ideal candidate would have the following areas of responsibility:

Responsible for the management of the Community Foundation of Northern Illinois; for assuring that the organization complies with the intents and purposes of the articles of incorporation and the bylaws; and for the execution of the policies of the governing board of trustees.

Responsible for implementing the strategic direction of the Foundation in conjunction with the board of trustees.

Responsible for the continuous development of physical, financial, and human resources of the Foundation and protecting the assets of the Foundation.

Responsible for strategic and tactical planning, budgeting, evaluation, and continuous improvement.

Responsible for instituting and maintaining a quality management system that assures that the Foundation consistently meets or exceeds constituent expectations.

### *Board Relations and Board Development*

Serves as principal liaison between board and staff of the Foundation; communicates openly with all board members; maintains regular communication with chair of the board in order to assure appropriate policy development; and (along with the board chair) identifies appropriate roles for board members in the work of the foundation.

Ensures the timely implementation of board policies and decisions, exercises leadership in identifying issues and strategies and bringing them to the attention of the board, and provides information to assist the board in setting policy and making decisions.

*Performance Indicators.* Constructive and productive involvement of board members in an advisory and consultative role. Appropriate administrative support provided for the board and standing and adhoc committees. Relevant summary material provided on Foundation operations. Close and regular contact with the

board chair. Board satisfaction with overall performance.

### *Strategic Implementation and Execution*

Identify and assess opportunities for positive community and regional impact and Foundation needs on a continuing basis.

Plans for changes; develops appropriate responses to anticipated changes as a part of the planning process to ensure that the Foundation is well-positioned to deliver services consistent with its established mission, policies and procedures; forecasts future needs and directions.

Recommends long-term goals for board approval; develops medium-range strategies for achieving these goals; and formulates short-term business plans for Foundation operations.

Reports to the board on the Foundation's progress in meeting its goals and strategies.

*Performance Indicators.* Consistent growth and strength of the Foundation. Demonstrated ability to adapt to short-term contingencies. Demonstrated leadership in identifying and implementing strategic initiatives that expand the Foundation's ability to serve its community. Impartiality and consistency in serving donors and grantees. Equality of access and opportunity provided for all Foundation constituents. Creation of annual operating plan. Staff commitment to planning process.

### *External Relations*

Serves as the primary Foundation representative in the community; maintains active contacts with donors, potential donors, area nonprofits, and community leaders; keeps abreast of developments in the field of philanthropy and communicates them to the board.

Advances positive collective impact by identifying resources, convening, aligning, and facilitating action on strategic initiatives. Promotes positive public awareness, understanding, and support of Foundation objectives and goals; oversees the Foundation's communication activities.

Works with the board to increase Foundation assets and to increase its community visibility.

*Performance Indicators.* Positive community perceptions of the Foundation's role and purpose. Responsiveness of community groups to the Foundation's



interests. Variety of public relations activities used to promote Foundation programs. Number of community contacts and variety of program activities.

### *Management and Staff Development*

Exercises leadership and oversight in the Foundation's financial and investment-management functions, including budgets, to ensure prudent management and accountability to the community, donors, grantees, and board.

Serves as principal liaison with auditors, legal counsel, investment managers and trustees, professional advisors, fund donors, and prospective donors; acts as key staff member in financial transactions.

Directs the Foundation's asset development function to ensure the flow of resources to its grants, community-service activities, and internal operations; oversees the Foundation's philanthropic programs to ensure that they address community needs; and exercises leadership in informing board, staff, and potential grantees of critical community issues.

Oversees the administration of the Foundation's grantmaking programs within board-approved policies and procedures.

Selects, develops, and supervises competent staff members; maintains a positive working climate that motivates staff to excel; and ensures effective working relationships across different functional areas of the Foundation.

*Performance Indicators.* Consistent growth of Foundation assets. Financial integrity of the organization as reflected in its compliances with all legal, IRS, and national community foundation guidelines governing the donation and distribution of charitable monies. Unqualified audit opinion. Appropriate financial information communicated to board, donors, grantees, and community at large. Quality of staff performance. Staff enthusiasm and commitment.

## **E. Compensation & Benefits**

The compensation package will consist of a competitive base salary that will be determined, in part, by the successful candidate's level of professional experience.

In addition to paid vacation and paid holidays, CFNIL offers a highly competitive benefit package. Further information on specific benefits will be supplied to qualified candidates.

## **F. The Opportunity**

This position will provide a talented individual with the opportunity to make a massive impact on moving the organization forward and positioning it for continued innovation, growth and profitability. The successful candidate will be working with talented people, including a Board of Trustees, in a highly respected organization.

The successful candidate must:

- Be present for anyone with whom you are involved with at the Foundation
- Be collaborative
- Be community/donor centric
- Outstanding listening, speaking, and written communication skills
- Strong work ethic
- Strong need to achieve

**Community Foundation of Norther Illinois is an Equal Opportunity Employer**

**M/F/H/V**

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## IV. Contact Information

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*FurstExecutives*  
Executive Search

Established in 1971, *FurstExecutives* has been carefully built with the belief that the talented search consultant is the best assurance of a successful placement. Our firm has successfully provided search services for over 3,000 engagements.

We consistently provide exceptional service and results. The percentage of repeat business (over 92%) testifies to the fact that the firm is a well-respected and trusted search organization.

The most critical battle being waged in business today is the competition for talent. Those companies who recognize the importance of hiring and retaining exceptional talent will thrive for years to come...and those that do not recognize this need will not. *FurstExecutives* seeks to partner with those companies who do!

You cannot build a great organization without great performance. *FurstExecutives* brings people who perform at exceptional levels together with organizations that seek talented leaders.

*FurstExecutives* is committed to the highest degree of professionalism in the search process; and we apply this standard to every search that we conduct. These same standards of excellence will be applied in the search for the **President of CFNIL**.

**For additional information on this search, please contact:**

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**NOTICE:** The information contained in this document is regarded as confidential and intended for the sole use and evaluation of the addressee. We appreciate the integrity and discretion of our candidates.

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## NOTES

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