



## Executive Director

**Reports To:** Board of Directors

**Employment Type:** Full Time, Exempt

**Direct Reports:** Director of Programs and Operations; Director of Development and Communications

### About America SCORES Chicago

America SCORES Chicago (ASC) is a 501(c)3 nonprofit that provides free, after school and summer programming. Currently serving neighborhoods in West and Southwest Chicago, ASC's mission is to inspire youth to lead healthy lives, be engaged students, and have the confidence and character to make a difference in the world. Our core Literacy in Action program is centered in an innovative, school-based model that integrates poetry/spoken word, soccer, and service-learning into a cohesive whole-child program. In addition to providing Literacy In Action in partnership with Chicago Public Schools, ASC serves as a 21<sup>st</sup> Century Community Learning Centers Lead Partner Agency and coordinates student and family resources that strengthen the school day and out of school time connection.

### About The Position

The Executive Director position is an exciting opportunity for a visionary, self-driven, entrepreneurial leader and enthusiastic fundraiser who wants to build and expand America SCORES Chicago's impact and reach across Chicago. The ED will assume day-to-day leadership and management responsibility for ASC, including a team of 14 full- and part-time staff and will be responsible for the delivery of a strategy that adheres to its mission and delivers on its goals. The ED will be responsible for crafting and leading the implementation of a 2 to 3-year strategic plan in collaboration with staff and board leadership for the next phase of America SCORES Chicago; for fundraising to support that vision; and for building upon and further expanding ASC's strong brand reputation as a sports-based youth development leader across Chicago.

### Position Responsibilities

#### Organizational Leadership

- Collaborate with ASC Board, leadership team, and other stakeholders to develop and oversee the operational plan for America SCORES Chicago and set priorities for programmatic strategies and implementation.
- Ensure accountability for effectiveness of programs and maintain high standards for excellence.
- Identify proposed delivery actions with metrics and ensure operational goals are tied back to overall fundraising development strategy.
- Develop and oversee the risk management framework and other necessary processes and policies to ensure ASC's sustainability and growth.
- Nurture a strong, diverse, inclusive, and healing-centered team culture.
- Manage, develop, and motivate all staff to carry out their roles with fidelity adhering to the highest quality standards for implementation.
- In collaboration with staff leadership, oversee staff development and progression to help ensure that team members are motivated, rewarded, and retained.
- Build strong, respectful, and productive relationships with all Board members, staff, and community partners.

## Fundraising

- Take overall responsibility for organizational sustainability through the creation of new revenues and sustaining of existing partnerships.
- Refine and update as necessary the case for support for America SCORES Chicago to ensure annual and multi-year funding is secured.
- Develop an annual fundraising plan, with input from the Board of Directors.
- Prospect and successfully solicit new corporate partnerships, new major gifts, and new government and foundation grants.
- Actively cultivate and steward existing and new donors, both institutional and individual.
- Foster a culture of giving and fundraising amongst the Board of Directors.
- Oversee and support grants management, including grant writing and grant reporting.
- Perform in line with budget and grow revenues from special events, corporate partnerships, individual giving, and grants. Target growth of 5-10% annually.
- Ensure compliance, regulatory, and any other obligations regarding ASC's fundraising initiatives.

## Brand Building

- The ED will be the public face and voice of ASC and be an active brand champion in the SBYD, spoken word, service-learning, after school/Out of School Time and youth development sectors. Among other things, the ED will be responsible for:
  - Increasing SCORES' overall public reputation and brand awareness
  - Securing positive public recognition for ASC via securing relevant awards, speaking at conferences and in other public fora, and securing media coverage.
  - Serving as a spokesperson for America SCORES Chicago.
  - Ensuring internal documentation via multiple media formats of signature program and fundraising events to further communicate SCORES' mission and impact to new and existing stakeholders.

## Operations

- The ED is responsible for sustaining America SCORES Chicago's core business operations and legal needs. Among other things, the ED will:
  - Develop and manage America SCORES annual budget, oversee the annual audit, and supervise ASC's external accountant.
  - Work effectively with the Board on all financial matters, including annual budgeting.
  - Manage the coordination and administration of Board meetings, including preparing agendas and reports.
  - Maintain development operations functions, including depositing checks, sending timely thank you notes to donors, maintaining donor records, developing and managing grant budgets, and ensuring updates to Guidestar and similar records.
  - Establish and maintain good governance while ensuring compliance with 501(c)(3) and other appropriate nonprofit law/regulations.
  - Ensure ASC maintains adequate insurance relative to contracts with Chicago Public Schools and other governing bodies.

## **Requirements and Qualifications**

- Enthusiasm for America SCORES Chicago's mission and programs; core values of Teamwork, Leadership, and Commitment; and the healing power of sport and spoken word.
- Exceptional written and verbal communication skills with the ability to write and deliver clear, structured, articulate, and persuasive correspondence, presentations, proposals, and reports.
- Knowledge and prior experience in the Chicago communities served by ASC.

- Demonstrated aptitude in general business practices including budgeting and strategic planning with a track record of impactful senior leadership in a mission-driven organization.
- Demonstrated success in executing fundraising events that meet/exceed fundraising targets.
- Experience preparing federal and foundation grant applications and managing funded projects.
- Proficiency with CRM or fundraising software.
- Experience working effectively and collaboratively with a Board of Directors or other volunteer and leadership groups.
- Knowledge of and experience with the philanthropic landscape of Chicago.
- Successful track record of nonprofit revenue development including individual, foundation, government, corporate, and special event fundraising
- A record of success initiating, cultivating, and sustaining strategic partnerships
- Experience in managing the governance of a 501(c)(3) nonprofit or similar youth- serving organization

The ideal candidate will:

- Be an experienced and energetic fundraiser
- Have an entrepreneurial, growth-oriented mindset and approach to work
- Enjoy solving complex strategic challenges
- Be well-organized, ruthless at prioritizing, and detail-oriented
- Demonstrate excellent judgment and discretion
- Be passionate and knowledgeable about sports-based and/or arts-based positive youth development practices, social-emotional learning, and trauma-informed, healing-centered coaching

*Required:* Bachelor's degree and experience sufficient to lead an organization -- such as, minimum of 7-10 years demonstrated success leading, fundraising for, brand-building, and/or scaling high- impact initiatives or organizations.

*Preferred:* Knowledge and/or experience: working within the communities served by America SCORES Chicago or Chicago Public Schools; soccer and/or SBYD; service-learning; and/or spoken word, poetry knowledge; or passion; and Spanish fluency.

### **Job Specifications**

- Physical demands include handling the storing, packing, and setting up of sporting equipment weighing up to 20 pounds and climbing up and down up to four flights of stairs at a time at program sites.
- Must submit to and clear a Chicago Public Schools background check.
- Upon hire, must provide proof of up-to-date Covid-19 vaccination (ASC will provide reasonable consideration for medical or religious exemptions)
- Proficiency with Microsoft Office (Word, Excel, PowerPoint, Publisher) and Google Suite required.
- Ability to work occasional nights and weekends to support programming and fundraising events.

### **Compensation and Benefits**

Starting annual salary range is \$85,000 to \$100,000 inclusive of bonus opportunities and is commensurate with experience and includes 100% employer-funded medical and dental (BCBS PPO/HMO) insurance, an Employee Assistance Program, and 6 weeks of PTO (combination of vacation days, holidays, and CPS breaks) in the first year of employment, with increasing accrual thereafter. A monthly transit and phone subsidy is provided.

**To Apply**

To apply for the Executive Director position, please email [admin@chicagoscores.org](mailto:admin@chicagoscores.org) and include "Executive Director Application" in the subject line no later than 3/11/22. The goal start date for the position is 6/1/2022. Your application should include a writing sample, resume, and cover letter describing your interest in the position and relevant experience. Interviews will be scheduled on a rolling basis as applications are submitted.

*America SCORES Chicago is an Equal Opportunity/Affirmative Action employer, which includes providing equal opportunity without regard to race, color, religion, gender, national origin, disability, pregnancy or parenthood status, veteran status, or any other group as prohibited by law.*