



EXECUTIVE RECRUITMENT

Community Nutrition Network and Senior Services Association
and Meals on Wheels Foundation of Northern Illinois

Chief Executive Officer



CHIEF EXECUTIVE OFFICER

About Community Nutrition Network and Senior Services Association *and* Meals on Wheels Foundation of Northern Illinois

Community Nutrition Network and Senior Services Association (CNNSSA), together with its sister organization Meals on Wheels Foundation of Northern Illinois (MOWFNI), ensures that older adults and persons with disabilities stay happy, healthy, independent, and resilient by addressing hunger and food insecurity as well as providing opportunities to connect with their communities. We expect to serve over 1 million meals to nearly 10,000 seniors in 2024. Both organizations share staff and a board — for clarity, we will refer to them as CNNSSA in this description.

With a home-delivery meal program stretching more than 1,800 square miles in suburban Cook County, Grundy County, Kendall County, and Will County, seven restaurant partnerships, and 25 community cafes, and more than 900 volunteers, CNNSSA is one of the nation's largest independent nonprofit senior meal providers. MOWFNI, a 501(c)3 nonprofit, conducts fundraising, community outreach, and public awareness efforts on behalf of CNNSSA.

About the Role

We seek a visionary and dynamic Chief Executive Officer to lead CNNSSA and MOWFNI. The ideal candidate will be a strategic thinker with a proven track record of successful leadership in the nonprofit sector. As the face of our organization, the CEO will be an effective communicator and a public champion for the communities we serve. The CEO will oversee program development and delivery, including determining new strategic directions and growth strategies; developing our organization into a thought leader in our field; and serving as a key fundraiser and fundraising partner with the Board of Directors. With the support of a strong executive team, the CEO will foster a culture of excellence, DEI, accountability, and continuous improvement with a deep commitment to our mission.

Build on the Successes of an Established, High-Performing Nonprofit

CNNSSA and MOWFNI have a proven track record of success, and the new CEO will have the opportunity to build on this strong foundation, bringing fresh ideas and innovative approaches to take the organization to new heights. You will join a diverse team dedicated to making a difference in the lives of older adults and persons with disabilities.

Be an Ambassador and Thought Leader in the Field

Help shape the conversation around senior hunger and food insecurity and make a lasting impact on the field. As the CEO of CNNSSA and MOWFNI, you will have a platform to share your expertise, insights, and vision with a wide audience, influencing policy and practice at the local, state, and national levels.

Change the Lives of Chicagoland's Older Adults

At CNNSSA you will know your work is making a real difference. The programs and initiatives you will drive and develop will address the most pressing needs of some of our most vulnerable neighbors in Chicagoland — every day.

■ Responsibilities

Leadership and Strategy

- Serve as the face of CNNSSA, advocating for our mission with the community and securing meetings with legislators, donors, community members, and key stakeholders to establish a strong presence.
- Lead CNNSSA to ensure activities align with our mission, maintain the highest ethical standards, and create an enjoyable environment for work and volunteering, inspiring and motivating staff.
- Collaborate with the board to schedule regular meetings and develop the board's fundraising support.
- Partner with the Board to develop a financial strategy that ensures the organization's operational and financial stability.
- Maintain adequate staffing levels to achieve CNNSSA's mission and provide a healthy, friendly work environment that attracts and incentivizes staff. Empower, train, and delegate to staff and assess the current team structure for improvements.
- Establish and direct HR policies and procedures to ensure programs meet quality standards, staff are adequately trained, and records are maintained.
- Act as the chief fundraising officer of the organization, connecting with high-level donors and prospects with the support of the Director of Development.
- Ensure compliance with all laws, regulations, and grant requirements.
- Provide guidance on budget management, financial stability, volunteer management, and retention, fostering an understanding of the organization's annual goals.

Community Engagement and Public Outreach

- Serve as a passionate and effective communicator, representing CNNSSA and MOWFNI to diverse stakeholders, developing and maintaining strong relationships with community leaders, government officials, and other key influencers to advance the organization's mission and goals, advocating for the communities served, and making asks for support as needed.
- Position CNNSSA and MOWFNI as thought leaders in the field of senior nutrition and food insecurity through public speaking engagements, media appearances, and strategic partnerships.
- Collaborate with the Board of Directors to develop and implement effective community engagement strategies that promote the organization's mission and impact, fostering a collaborative mindset both internally and externally.
- Communicate the team's strengths and successes externally to enhance the organization's reputation.

Program Development and Management

- Plan and oversee the development, policies, and delivery of CNNSSA's congregate and home-delivered meal programs, expanding services and offerings to customers with an emphasis on reaching underserved and hard to reach populations.
- Maintain strong relationships with grant agencies and expand the organization's programs.
- Stay informed about trends in the communities served to ensure programs remain adapted and relevant to their needs.
- Identify opportunities for partnerships with other agencies to help amplify our impact.
- Skillfully manage the complexities of government and institutional funding sources.
- Integrate and maximize efficiency, breaking down walls and silos within the organization to build trust and excitement about the future.

Financial Oversight and Fundraising

- Lead the board and the Director of Development to expand large donor outreach and direct mail programs, developing new funding sources to support services.
- Ensure the financial sustainability of operations and programs, including oversight of the Foundation's investment program and liquidity needs.
- Propose budgets and ensure regulatory and funding agency requirements are satisfied.
- Collaborate with the Controller to analyze the financial implications of new programs and initiatives.
- Generate a culture of philanthropy throughout the organization.
- Manage the transition towards paid drivers as volunteer availability decreases, ensuring continuity of services.

Qualifications

- Five or more years of experience at a Vice President level or above managing a successful nonprofit; experience with social/human services, healthcare, or food insecurity is preferred.
- A Bachelor's degree in a related field is required; a Master's degree in a related field is preferred.
- Proven experience in organizational governance in areas including finance, budgeting, and accounting; human resources and management; and board engagement.
- Excellent interpersonal, oral, and written communication skills, including as a direct and indirect manager.
- Experienced in nonprofit fundraising; knowledge of government funding and direct mail preferred.
- Proven experience as a successful six-figure and above fundraiser and mission advocate.
- Ability to travel throughout suburban Cook, Will, Kendall, and Grundy Counties, and other areas where the organization may become involved in the future.
- Reliable means of transportation and a valid Illinois driver's license.
- Some evening and weekend work will be required.

■ Compensation and Benefits

Community Nutrition Network and Senior Services Association/Meals on Wheels Foundation of Northern Illinois offers competitive salary and benefits. This is a full-time, exempt position eligible for a 403(b) program with employer matching; health, dental, vision, and life insurance; short- and long-term disability; and a generous paid time off policy. We value diversity and strongly encourage women, people of color, LGBTQ individuals, people with disabilities, people from underrepresented/nontraditional backgrounds, and veterans to apply.

The salary range for this position is \$150,000–\$175,000. Compensation is commensurate with experience.

■ Instructions for Applicants



This search is being conducted by TWB Fundraising.

To apply, please submit a resume and cover letter via
<https://www.linkedin.com/jobs/view/3927667254/>

Inquiries and questions will be held confidentially and may be directed to Amy Funk,
afunk@twbfundraising.com No calls, please.