



DAVID GOMEZ & ASSOCIATES, INC.
Executive Search and Management Consultants



COMMUNITY & ECONOMIC DEVELOPMENT ASSOCIATION OF COOK COUNTY, INC., CHICAGO, ILLINOIS

CEO JOB VACANCY ANNOUNCEMENT

About CEDA

CEDA is one of the largest private, nonprofit Community Action Agencies in the country and serves more than 500,000 Cook County residents annually. It is CEDA's mission to work in partnership with communities to empower families and individuals to achieve self-sufficiency and improve their quality of life. Like many organizations and businesses, CEDA is facing challenging times, and has undertaken a number of transformation steps to ensure the agency's sustainability. CEDA has developed and presented a Quality Improvement Plan that focuses on the overall improvement of programmatic and financial operations.

As a community action agency, CEDA is part of a national network of similar agencies across the country which offers solutions and strategies for helping people and changing lives of the most vulnerable population in our communities. As an agency, CEDA strives to encourage collaborations, spark community discussions to identify needs, and stimulate new ideas for programs and services. CEDA is a member of the Illinois Association of Community Action Agencies and a member of the 1,100+ agencies nationwide anti-poverty fighting network organization, The Community Action Partnership. In 2014 CEDA will commemorate 50 years of administering programs and services as part of the historic War on Poverty implemented under the Economic Opportunity Act of 1964.

CEDA operates from over 50+ locations, with approximately 500 full and part-time employees and a \$190 million dollar annual budget, with numerous community partnerships and collaborations as part of its service delivery model. CEDA offers over thirty programs and services in the area of children and family services, community and economic development, education, emergency assistance, employment and training, energy conservation and services, health and nutrition, housing and senior services.

THE COMMUNITY Suburban Cook County, Chicago, Illinois

The Chicago metropolitan area, or Chicagoland as it is commonly called within the area, is the metropolitan area associated with the city of Chicago, Illinois and its suburbs. It is the area that is closely linked to the city through social, economic, and cultural ties. Cook County is the second most populous county in the United States. There are over 130 incorporated municipalities in Cook County. The county is divided into thirty townships, in addition to the City of Chicago.

Chicago is the third most populous city in the country and the largest and most-visited city in the Midwest. Vibrant and magnificent Chicago offers an endless variety of entertainment options, from award-winning theatres, fine dining restaurants, and dozens of annual festivals, to diverse neighborhoods with multicultural peculiarities. There is always something to do in Chicago for everyone. Chicago is considered to be a sports-minded city with two Major League Baseball teams, Football and Hockey teams and of course Basketball team which is one of the most recognized basketball teams in the world.

Chicago Public Schools is the third largest school district in the country. It is considered as a leading innovative model for public education in the United States.

Chicago's historic and elaborate public transportation lines allow visitors and residents alike to navigate the city and surrounding areas with ease. The Metra lines make living in the surrounding city suburbs, while working in the city center, an easy and affordable commuter option. The wide variety of public transportation options, including the city and suburban bus systems, also greatly benefit those without access to a vehicle.



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While much of the City of Chicago and surrounding suburban Cook County areas can be characterized as thriving and diverse communities of increasing economic development, there remain a large number of communities and pockets of communities that experience chronic and staggering poverty. In 2011 there were over 900,000 individuals, or 18%, living below the federal poverty threshold in Cook County, representing an increase of 6.3% from 2010.

A child poverty rate of 27% was reported the same year within the county. Many of the suburban communities that CEDA serves have poverty rates that far exceed that of Cook County as a whole, ranging upwards from 20-45%. These communities struggle with issues such as high unemployment, housing cost burdened families, energy insecurity, crime, and food deserts. CEDA's services are a lifeline to many of these families struggling to meet basic needs.

THE CANDIDATE: CHIEF EXECUTIVE OFFICER

CEDA Governing Board of Directors is pleased to announce the upcoming nationwide search process to identify the Chief Executive Officer to successfully and effectively direct the agency.

This is a unique opportunity for an individual who is passionate about giving back to the community and helping people in need. If you are driven to make a difference, have high-level business and financial management skills, along with compassion and commitment, then this opportunity might be right for you.

Reporting to the Governing Board of Directors, the Chief Executive Officer oversees the operation of the organization and is responsible for the conduct and administration of CEDA's operations. The Chief Executive Officer also serves as the agency's representative to the general public and the community at-large, and functions as the liaison between CEDA's grantors, governmental representatives, and with partner agencies. The Chief Executive Officer is ultimately responsible for ensuring that CEDA continues to find innovative approaches and funding sources for new programs which support the mission and comply with federal and state rules and regulations. The Chief Executive Officer also provides significant oversight and guidance to the agency's budgeting and financial management efforts.

CEDA seeks an experienced and professional business leader who brings a full set of executive abilities to the position. The ideal candidate will possess a demonstrated track record of effective personnel management including leading a team of senior staff professionals. The candidate must have experience with budgeting, financial management, and financial reporting for an organization with a multi-million dollar budget with multiple and diverse funding streams. The ideal candidate will exhibit the ability to work with an eighteen-member Governing Board of Directors representing a cross section of the community, and he/she should possess significant experience with Board relations in a reporting relationship. CEDA is a highly visible organization in the community, and the Chief Executive Officer should have significant skills in public and community relations, as well as media relations to increase the agency's reputation and visibility.

The successful candidate will be personable, team-oriented, and visionary leader who is genuinely passionate about making a difference in the lives of people in need. The Chief Executive Officer must set a tone for the agency as a highly ethical, honest, consistent and fair individual whose integrity is beyond reproach. CEDA seeks a candidate who will be transparent but discreet with information-sharing, possess a systems oriented approach and be able to quickly absorb the operational details of a diverse and ever-changing organization.

Please review the full job description which is below.

TO APPLY: Submit a cover letter, resume, salary history and expectations, and five (5) references to Millena Sanchez by May 2, 2014. Please email these requirements to Millena at msanchez@dgai.com.



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CHIEF EXECUTIVE OFFICER COMMUNITY AND ECONOMIC DEVELOPMENT ASSOCIATION OF COOK COUNTY (CEDA)

ORGANIZATIONAL OVERVIEW

CEDA is one of the largest private, nonprofit Community Action Agencies in the country and serves more than 500,000 Cook County residents annually. CEDA operates from over 50+ locations throughout suburban Cook County, with approximately 500 full and part-time employees and a \$190 million dollar annual budget, with numerous community partnerships and collaborations as part of its service delivery model. CEDA programs are designed to work in partnership with the suburban communities of Cook County while empowering families and individuals to move toward achieving self-sufficiency and improving their quality of life. CEDA offers over thirty programs and services in the area of children and family services, community and economic development, education, emergency assistance, employment and training, energy conservation and services, health and nutrition, housing and senior services. In 2014 CEDA will celebrate 50 years of administering programs and services as part of the historic War on Poverty implemented under the Economic Opportunity Act of 1964.

REQUIRED QUALIFICATIONS

- Master's degree in an applicable field in Business, Financial Management, Public Administration required; bachelor's degree acceptable + extensive work experience;
- 10+ years of experience in a leadership capacity preferably in a nonprofit, business entity or a community action agency with financial and programmatic responsibilities;
- Experience working closely with a Governing Board of Directors and Standing Committees, community leaders and civic groups;
- An understanding of the Community Action Agency's operations and services;
- Proven record in overseeing nonprofit financial operations; systematic approach to program evaluation, budgeting and reporting;
- Successful experience in fundraising and resource development.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Develop and implement the agency's strategic plan to support CEDA's mission and determine agency's strategic objectives and goals;
- Advise the Governing Board of Directors regarding all financial, programmatic, management challenges facing CEDA. Maintain effective working relationships with the Governing Board of Directors and Standing Committees by providing required information in a timely manner;
- Develop and maintain solid financial operations; work with the CFO in budget preparation and ensuring that the agency operates within approved budget;
- Ensure compliance with the agency's policies and procedures as well as federal and state regulations;
- Increase CEDA's reputation and visibility in the communities it serves; develop and implement fundraising strategy;
- Serve as a spokesperson and be a visible leader of the agency by promoting and communicating clearly CEDA's mission and goals.

COMMITMENT RESULTS

- The CEO is a systems thinker who is customer focused and goal driven. This individual identifies relevant information and helps transform this information into individual and organizational knowledge and learning
- The CEO is action oriented and innovative. The CEO translates broad goals into achievable steps.
- The CEO anticipates and solves problems and takes advantage of opportunities, is a self-starter and team player.



BUSINESS ACUMEN

- As the Corporation's leader, the CEO must have knowledge of and experience in management and administration.
- The position requires demonstrated experience in integrating and coordinating diverse areas of management.
- Knowledge in the following areas is required: human services finance and personnel; oral and written communications; planning and evaluation; and governance.
- Experience in the field of philanthropy, not-for-profit management and governance, and community relations is preferred. Some general knowledge of fund development is also preferred.
- A high level of personal and public speaking skills is required to make formal, persuasive presentations to groups and to deal effectively with people from all segments of the community.
- The individual must be comfortable with diversity and respectful of a wide range of faiths, beliefs and experiences.

CHANGE AGENT

- The CEO must possess the skills and abilities of a leader, and share the Corporation's values, mission and vision.
- The CEO must consistently display integrity, model behavior, develops people, and builds teams.
- The CEO must be able to deal effectively with demanding situations and to design and implement interventions.
- The CEO manages continuity, change and transition, and assess and address the impact on the Corporation, its staff and customers.

QUALITY STANDARDS

- Acts ethically, responsibly, and with utmost integrity.
- Maintains the highest standards of conduct, and serves as a model of professionalism for staff.
- Sets personal standards of behavior from work to social interactions that serve as a model for others.

APPLICATION PROCEDURE

To be considered for the position, the applicant must complete and submit the following items:

1. **A resume** summarizing your professional and educational background. This can be done by emailing your resume to msanchez@dgai.com.
2. **Salary history** and salary expectations.
3. **A list of former references.** Designate no more than five former managers/references who are prepared to serve as professional or personal references on your behalf. For each reference, provide the person's name, title, address, telephone, and email address. Briefly describe the context in which you know the person. References should be prepared to address your character, reputation, and qualifications to serve as a Chief Executive Officer.
 - a. **NOTE:** We will only contact your current employer if you are selected as the final candidate and you have obtained a conditional offer on a glowing reference check. All other references will be contacted at our discretion.