

The Executive Director is the key management leader of Illinois Council Against Handgun Violence (ICHV). The Executive Director is responsible for overseeing policy development and advocacy, administration, programs and strategic plan of the organization. Other key duties include fundraising, media relations, marketing, and community outreach. The position reports directly to the Board of Directors (Board).

#### GENERAL RESPONSIBILITIES:

##### **Board Governance:**

- Works with Board in order to fulfill the organization's mission, vision and strategy. Responsible for leading ICHV in a manner that supports and guides the organization's mission as defined by the Board.
- Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.

##### **Organization Mission and Strategy:**

- Works with Board and staff to ensure that the mission is fulfilled through programs, policy development and advocacy, strategic planning and community outreach.
- Responsible for implementation of all programs that carry out the organization's mission, including community and student-focused gun violence prevention programs.
- Responsible for strategic planning to ensure that ICHV can successfully fulfill its mission into the future.
- Responsible for the enhancement of brand and image by being active and visible in the community and by working closely with other appropriate professional, civic and private organizations.

##### **Financial Performance and Viability:**

- Responsible for the day-to-day operations of ICHV.
- Responsible for the fiscal integrity of ICHV, including the development of an annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.
- Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.

- Responsible for fundraising and developing other resources necessary to support ICHV's mission; identify and pursue grant and revenue opportunities and develop strategies to ensure the financial health of the organization.

### **Organization Operations:**

Responsible for effective administration of all operations, including but not limited to:

- Marketing/Social Media/Branding
- Fundraising and Event Management
- Grant Applications and Foundation Management
- Individual Donor Program
- Responsible for hiring and retention of competent, qualified staff
- Responsible for signing all contracts, agreements, and other instruments made and entered into and on behalf of the organization.

### **Professional Qualifications:**

- A bachelor's degree
- Transparent and high integrity leadership
- Five or more years nonprofit management and / or legislative advocacy experience
- Solid budget management skills, including budget preparation, analysis, decision-making and reporting
- Strong organizational abilities including planning, delegating, program development and task facilitation
- Knowledge of effective fundraising strategies and donor relations unique to nonprofit sector
- Skills to collaborate with and motivate board members and other volunteers
- Strong public speaking ability
- Strong written and oral communication skills and willingness to engage in media relations and social media campaigns
- Ability to interface and engage diverse volunteer and donor groups
- Demonstrated ability to oversee and collaborate with staff

### **Actual Job Responsibilities:**

- Planning and operation of annual budget.
- Establishing employment and administrative policies and procedures for all functions and for the day-to-day operation of the nonprofit.
- Develop an annual public policy agenda and maintain an advocacy plan that utilizes proactive efforts and develops effective reactive protocols
- Develop and manage the organization's legislative advocacy program
- Serving as primary spokesperson to the organization's constituents, the media and the general public.

- Establish and maintain relationships with various organizations throughout the state and utilize those relationships to strategically enhance ICHV's mission.
- Report to and work closely with the Board of Directors to seek their involvement in policy decisions, fundraising and to increase the overall visibility of the Foundation throughout the State.
- Supervise, collaborate with organization staff.
- Oversee organization Board and committee meetings.
- Oversee marketing and other communications efforts.
- Review and approve contracts for services.
- Other duties as assigned by the Board of Directors.

**Salary/Benefits:**

Commensurate with experience and other qualifications. Quality benefits package includes health and PTO

**Our Mission**

The Illinois Council Against Handgun Violence is a not-for-profit organization dedicated to the reduction of death and injury caused by firearms. This mission is achieved by:

- Educating the public about the facts regarding firearm violence and misuse;
- Producing and publishing educational materials to inform the public about the problem of firearm violence;
- Serving as a clearinghouse for information on the issue of firearm violence;
- Reviewing and making recommendations regarding the fairness, enforceability, and effectiveness of regulations and criminal sanctions related to firearms;
- Working with special interest groups including health care professionals, law enforcements officials, and community groups to bring special perspectives to the issue;
- Advocating for legislative goals which would reduce the easy access to firearms; and
- Establishing a strong statewide organization with the numerical strength to translate public opinion into effective public policy.

Although ICHV is predominantly a statewide organization, at times it conducts projects consistent with its mission on a national or regional level. ICHV is an equal opportunity employer.

To apply, please send CV/Resume, cover letter and at least 3 references to the Illinois Council Against Handgun Violence Transition Committee at [ichvsearch@gmail.com](mailto:ichvsearch@gmail.com). No calls please.