



LA CASA NORTE (LCN)

Opportunity Profile

Executive Director

La Casa Norte
3533 W. North Ave
Chicago, IL 60647

Prepared By:



Mortén Group

About La Casa Norte

La Casa Norte's mission is to serve youth and families confronting homelessness. We provide access to stable housing and deliver comprehensive services that act as a catalyst to transform lives and communities. Our vision is that La Casa Norte (LCN) dreams of a world where all people have dignity, communities thrive and everyone belongs. Our mission and vision are implemented through our Acuerdos (core values) of collaborative work, empathy, mutual respect, access to resources, and a just experience for all. These values set the standard for our organizational programs and operations. La Casa Norte has been empowering homeless and at-risk populations, particularly youth and families, through culturally appropriate programming focused on helping families and individuals in regaining housing stability and moving towards renewed economic self-sufficiency.

LCN began operations in 2002, opening a social service center focused on assisting the homeless in Humboldt Park. Today, the organization is a leader in the field of youth homelessness, an anchor for families in the communities it serves, and the largest provider of services to Chicago's homeless youth population. Since our inception, LCN has grown to service thousands of individuals across the Chicago metro region, delivering inspiration, housing and hope. We provide diverse housing options and a continuum of support services to ensure housing stability. In February 2019, LCN opened a new \$20M facility that includes new housing, expanded health and nutrition programs and a beautiful modern community center space. With the addition of this new facility, LCN is poised to expand its client reach through additional programming and increased revenue opportunities.

About the Position

The ideal candidate will be a strong, transformational leader and visionary with experience in the development and implementation of human services and poverty reduction programs, especially homelessness, and be knowledgeable about the history and social patterns of Latinos, African Americans, LGBTQ, youth and family systems experiencing poverty. The candidate must be culturally-informed and possess a unique talent for inspiring and motivating staff, volunteers and helps others to achieve new heights of success at a mission-driven organization. He or she will be an exceptional manager with a history of success managing partnership relationships, responsibilities and agreements, as well as rallying constituents around a common goal while being a visionary leader and passionate supporter of the mission. With the recent opening of the Community Center, La Casa Norte's onsite partners, in particular Howard Brown Health and Lake View Pantry, are critical to the organization's continued growth and success. The next Executive Director will have experience in expertly overseeing such partnerships.

About the Position (continued)

Leadership team roles reporting to the Executive Director include:

- Vice President of Programs & Strategy
- Director of Operations
- Director of Development
- Director of Finance

Essential Responsibilities and Functions

Management and Administration

- Provides visionary and values-based leadership of the organization; is able to cultivate leadership from within and build capacity for leadership in the organization.
- Provides general oversight of all La Casa Norte activities, manages the leadership team responsible for the day-to-day operations, and assures a smoothly functioning, efficient organization.
- Assures program quality and organizational stability through development and implementation of standards and controls, systems and procedures, and regular evaluation.
- Assures a work environment that recruits, retains and supports quality staff consistent with La Casa Norte's mission and core values.
- Assures process for selecting, development, motivating, and evaluating staff.
- Specifies accountabilities for leadership and management teams and evaluates performance regularly.
- Provides Board with regular, accurate reports and other information necessary to guide La Casa Norte and evaluate its performance. Oversees development of board meeting agendas in collaboration with the Executive Committee.

Finance and Fundraising

- In collaboration with development leadership, define, communicate and lead a comprehensive fundraising strategy for LCN that targets specific, aggressive, financial/organizational goals and diversified funding streams, and incorporates the expertise and insight of LCN's Board of Directors, donors, and key stakeholders.
- Raise, manage, and provide oversight of governmental funding.
- Create and implement initiatives and events to steward existing donors and increase their current giving levels while generating new donors across entire funding community including individuals, corporations, foundations, endowments, etc.
- Plan and develop creative, meaningful events and campaigns that increase support for the organization.
- Serve as driving force of the annual premier fundraising event(s) with a specific focus on generating revenue and crafting an impactful program.
- Supervise contracted event teams and vendors with a keen eye towards overall event funding success.
- Assures an effective fund development program by serving as the key ambassador with the director of development:
 - Helps guide and enable the Board members to participate actively in the fund development process.
 - In collaboration with development staff, work to design, implement and monitor a viable fundraising plan, policies and procedures.
 - Participates actively in identifying, cultivating, soliciting and stewarding donor prospects.
 - Assures the availability of materials to support solicitation.
 - Cultivates and maintains ongoing relationships with major donors.
- Assures the development and operation of gift-management systems and reports for quality decision-making.
- Ensures financial integrity, growth, and stability of La Casa Norte.
- Promotes programs and services that are produced in a cost-effective manner, employing economy while maintaining an acceptable level of quality.
- Oversees the Director of Finance and their fiscal activities of the organization including budgeting (developing, recommending and managing), reporting and audit.
- Ensures the Board receives accurate and timely reports about La Casa Norte finances and operations.

Mission, Policy and Planning

- With the Board President, focuses Board attention on long-term strategic issues including strategic planning, and the development and execution of organizational work plans.
- Keeps the Board fully informed on the condition of La Casa Norte and on all the important factors influencing it.
 - Identify problems and opportunities and addresses them; brings those which are appropriate to the Board and/or its committees; and, facilitates discussion and deliberation.
 - Informs the Board and its committees about trends, issues, problems and activities in order to facilitate policy-making. Recommends policy positions.
- Keeps Board informed of local and national trends/developments in human services, not-for-profit management and governance, philanthropy and fund development.
- When appropriate, advises the Board of new strategies or potential changes within the organization, as the external landscape shifts.

External Relations

- Facilitates the integration of La Casa Norte into the fabric of the community by using effective marketing and communications activities.
- Acts as an advocate, within the public and private sectors, for issues relevant to La Casa Norte, its services and constituencies.
- Listens to clients, volunteers, donors and the community in order to improve services and generate community involvement.
- Serves as chief spokesperson for La Casa Norte, ensuring that its mission, programs, and services are consistently presented in a strong, positive manner to relevant stakeholders.
- Oversees the implementation of La Casa Norte events (fundraising), donor visits and programs.
- Oversees the production of all La Casa Norte publications including annual reports, articles, brochures, newsletters and donor materials.
- Initiates, develops, and maintains cooperative relationships with key constituencies.
- Works with legislators, public policy leaders, volunteers and representatives of the not-for-profit sector to promote legislative and public policies that promote an environment aligned to LCN's mission and address the issues of La Casa Norte's constituencies.

Legal Compliance and Governance

- Assures the filing of all legal and regulatory documents and monitors compliance with relevant laws and regulations.
- Manages partnerships and governance responsibilities of the organization.
- Helps the Board articulate its own role and accountabilities and that of its committees and individual members, and helps evaluate performance regularly.
- Works with the Board President to enable the Board to fulfill its governance functions and facilitates the optimum performance by the Board, its committees and individual board members.
- Manages the Board's due diligence process to assure timely attention to core issues.
- Works with the Board officers and committee chairs to get the best thinking and involvement of each Board member and to stimulate each Board member to give his or her best.
- Recommends potential members to participate in the Board and its committees.

Qualifications

The successful candidate will possess the following essential qualifications:

- At least 10 to 15 years of non-profit leadership experience encompassing fundraising, volunteer motivation and management, staff management and empowerment, financial oversight including understanding of complex funding revenue streams from public and private sources, and creative problem solving, change management, strategic planning, and board management experience.
- Has a keen sense of the community LCN serves and understands the intersectionality of cultural capacity and resources.
- Ability to think critically and strategically to make efficient use of existing resources and identify and engage new avenues of support.
- They should be able to gain buy-in from Board, staff, funders and key stakeholders as they will participate in building consensus to make thoughtful and timely decisions in a team environment in which they actively participate and lead.
- Proven fundraising success, along with knowledge of fundraising best practices and tools.
- A comprehensive understanding of the cultural, political, business and philanthropic history of the City of Chicago, as well as a strong Chicago contact base.

Qualifications (continued)

- Demonstrated experience working with Boards, volunteers and business and civic leaders in a collaborative manner.
- Ability to embrace collaboration and team work with a strong focus on measurable results.
- Be a compelling, genuine, and energetic communicator and connector; possess the ability to inspire confidence in LCN through outstanding persuasive communication skills in both writing and speaking.
- Be multi-lingual (including Spanish/English), multicultural and reflect the values of the community that La Casa Norte serves with the knowledge of the intersectionality of culture, resources and capacity of the community.

Compensation

Salary commensurate with experience. Additionally, La Casa Norte offers a competitive benefits package.

How to Apply

La Casa Norte has retained Morten Group, LLC to conduct this search.

Applicants should email a cover letter and resume in PDF format to executivesearch@mortengroup.com with the subject line “**La Casa Norte – Executive Director Search.**” Cover letters will be evaluated as a writing sample and should include the applicant’s salary requirements. Application materials must be directed to the email address above. No phone calls, please. Note that due to the number of applications we receive, we will only respond to those applicants whom we would like to invite to interview for the position. **For best consideration, applications should be received by Wednesday, May 15.**

La Casa Norte is an equal opportunity employer and does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy), gender identity and/or expression, national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service or other non-merit factors. Applicants from historically underrepresented and/or marginalized communities, including people of color, are strongly encouraged to apply.