The Illinois Bar Foundation (IBF) is looking for a development and fundraising professional to strengthen, support, and drive a new level of engagement and impact as the Executive Director/Chief Development Officer.

IBF is a private 501(c)(3) organization with a mission to ensure meaningful access to the justice system, especially for those with limited means, and to assist lawyers who can no longer support themselves due to incapacity. The position is responsible for fundraising goals and objectives and leading a comprehensive development program and staff.

The Executive Director primarily works from IBF headquarters, located in downtown Chicago, but is also expected to travel as necessary throughout the state of Illinois. IBF has a voluntary 30-member Board of Directors with an annual budget of $1.6 million and four full-time positions, as well as operational support from the Illinois State Bar Association.

A competitive compensation package will be offered to attract an outstanding candidate. Benefits include paid time off (PTO), paid group medical, life, and short/long term disability, group dental, 401k plan and strong commitment to personal and professional development.

To apply, please send a cover letter and current resume (Microsoft Word format preferred) to: resumes@illinoisbarfoundation.org. The cover letter should outline how your experience fits the job description provided below as this will be an important factor in considering your candidacy.

To learn more about the programs and activities at the Illinois Bar Foundation, please go to the following link:
https://www.illinoisbarfoundation.org/

IBF is an equal opportunity employer committed to inclusion and cultural diversity in the workplace. Employment selection and related decisions are made without regard to sex, race, color, age, disability, religion, national origin, sexual preference, genetic information, or any other protected class.

**JOB SUMMARY**

The Executive Director is the key management leader of the Illinois Bar Foundation (IBF). The Executive Director is responsible for overseeing the development, strategic plan, programs and administration of the organization. Other key duties include fundraising, marketing, and community outreach. The position reports directly to the Board of Directors, as well as the Executive Director of the Illinois State Bar Association.

**GENERAL RESPONSIBILITIES**

- **Financial Performance and Viability:** Develops resources to ensure the financial health of the organization.
  - Responsible for fundraising and developing other revenues necessary to support IBF’s mission.
- Responsible for the fiscal integrity of IBF, to include submission to the Board of a proposed 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.

**Board Governance:** Works with board in order to fulfill the organization mission.
- Responsible for leading IBF in a manner that supports and guides the organization’s mission as defined by the Board of Directors.
- 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, with Board as a whole and with Board Committees.
- Responsible for Annual Development Plan with Development Committee through community outreach, donor relations and fundraising and development of revenue sources.

**Organization Mission and Strategy:** Works with board and staff to ensure that the mission is fulfilled through programs, strategic planning and community outreach.
- Responsible for implementation of IBF’s programs that carry out the organization’s mission.
- Responsible for strategic planning to ensure that IBF can successfully fulfill its Mission into the future.
- Responsible for the enhancement of IBF’s image by being active and visible in the community and by working closely with other professional, civic and private organizations.

**Organization Operations:** Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate.
- Responsible for the hiring and retention of competent, qualified staff.
- Responsible effective administration of IBF operations.
- Responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of the organization.

**OTHER JOB RESPONSIBILITIES**

- Establish and maintain relationships with various organizations and utilize those relationships to strategically enhance IBF’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 organization.
- Serve as IBF’s primary spokesperson to the organization’s constituents, the media and the general public
- Supervise, collaborate with organizational staff.
- Other duties as assigned by the Board of Directors.

**PROFESSIONAL QUALIFICATIONS NEEDED**

- Non-lawyer with advanced degree, JD preferred
• Transparent and high integrity leadership.
• Five or more years senior nonprofit management experience.
• Active fundraising experience. Excellent donor relations skills and understanding of the funding community. Minimum of 5 years development experience.
• Experience and skill in working with a Board of Directors.
• High level strategic thinking and planning. Ability to envision and convey the organization’s strategic future to the staff, board, volunteers and donors.
• Ability to effectively communicate the organization’s mission to donors, volunteers and the overall community.
• Demonstrated ability to oversee and collaborate with staff.
• A history of successfully generating new revenue streams and improving financial results.
• Previous success in establishing relationships with individuals and organizations of influence including funders, partner agencies and volunteers.
• Solid organizational abilities, including planning, delegating, program development and task facilitation.
• Strong financial management skills, including budget preparation, analysis, decision making and reporting.
• Strong written and oral communication skills.
• Strong public speaking ability.
• Strong work ethic with a high degree of energy.