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WINNETKA COMMUNITY HOUSE



Position Guide

Executive Director

www.winnetkacommunityhouse.org

The logo features a stylized grey icon of a building with a gabled roof and two windows, positioned to the left of the text.

WINNETKA COMMUNITY HOUSE

POSITION: Executive Director

REPORTS TO: Board of Governors

LOCATION: Winnetka, IL

MISSION

Winnetka Community House's mission is to enrich the lives of North Shore residents, their families and friends by providing educational, cultural, social and recreational opportunities for people of all ages.

ABOUT WINNETKA COMMUNITY HOUSE

Founded in 1911, the Winnetka Community House was a gift from the Winnetka Congregational Church to the entire village as a nondenominational center for wholesome recreation, social opportunity, cultural experiences and civic engagement. Providing the village's first gym and numerous meeting rooms, it became the gathering place for the entire village and beyond. Thousands of people of all ages flocked to classes, scout meetings, lectures, musical performances, theater, art exhibits and sports competitions. More than a century later, the pace has not slowed; more than 100,000 visits to WCH take place each year.

The Winnetka Community House is a 100,000-square-foot building situated on a three-acre campus in the heart of Winnetka. The main building, constructed in 1911 received an addition in 1924 that provided a commercial kitchen, office space, and an auditorium. A gymnasium, reception and meeting rooms, as well as a north-facing art studio were added in 1931 (after a disastrous fire) and today includes a full-service fitness center. Forty years later, a nursery school was added, and a final addition took place in 2003, which provided more meeting rooms and updated banquet space.

Thanks to devoted stewardship, the building retains a high degree of architectural integrity. It is listed on the National Register of Historic Places due to its contributions to Winnetka's history and service to thousands of individual residents and groups representing a broad spectrum of ages, interests and social classes. The variety and quality of programs sponsored here have met the changing needs of residents for over a century, earning the Winnetka Community House a regional and even national reputation. The Winnetka Community House continues to be the cornerstone for community on the North

Shore of Chicago. These are just some of the diverse ways in which the WCH engages residents:

- Offering robust activities and programming for all ages – The WCH offers dynamic programming throughout the year for children, adults and even the family pet. Ranging from after school enrichment, to adult fitness and dance, to pet obedience the WCH offers something for everyone.
- Fostering artistic growth for children and adults –The WCH is truly home to the arts– ranging from painting, drawing and ceramics to drama, dance and music lessons. The Matz Hall auditorium at the WCH is home to the Children's Theatre of Winnetka musical productions, the Village Follies and other community theatre and dance productions.
- Providing a home to Tenant Organizations and other partner organizations – The WCH boasts a long history of providing space for and nurturing other non-profits (such as the Hadley School for the Blind and the North Shore Senior Center). Today the WCH is home to the North Shore Art League, the Winnetka Youth Organization, the Junior League, Open Communities and the Winnetka Community Nursery School. Over the years many religious organizations have chosen the WCH as their place to come together to worship – including Congregation Hakafa and the Lake Shore Unitarian Society today.
- Housing a wide variety of fitness offerings – The WCH provides a world class fitness center which includes personal training and childcare for those who need it. There are also group exercise classes for adults and children, and the WCH gymnasium serves as a home to adult and youth basketball leagues, a drop-in pickleball league and open gym throughout the year.
- Hosting many social, civic and service events throughout the year – With a recently renovated event space and the beautiful Arches Garden, the WCH is home to many weddings, birthday parties, bar/bat mitzvahs and other special celebrations. Many local businesses and civic organizations rent the space at the WCH for meetings and fund raisers. In addition, the WCH facilities are used for many service events such as: the Winnetka Congregational Church Rummage sale (the world's largest); blood drives; Martin Luther King, Jr. Day of Service; and Rotary's Kids Against Hunger food packaging.



Unlike a local park district, the WCH does not receive tax dollars from the community for support but is instead supported by fees, rentals, and individual contributions, corporate underwriting and various other fundraising initiatives. The Woman's Board of the WCH, comprised of over 100 active and sustaining members, is the primary fundraising arm. The Woman's Board hosts three primary

fundraising events throughout the year: the Antiques + Modernism show, Breakfast with Santa and a Wine & Beer Tasting Event which has become a major social event in the Winnetka Community.



Additional support comes from WCH's Board of Governors, a dynamic and engaged group of 26 professionals devoted to the long term welfare of WCH.

WCH's dedicated staff consists of 14 full-time and 40 part-time employees. The WCH annual budget is \$3.7 million dollars. In addition, the WCH has a \$3 million dollar Board Designated Fund, prudently managed by a volunteer committee of investment professionals. The WCH is in the planning stages of a new capital campaign which will be vitally important to update and maintain the oldest section of the building. The Executive Director's leadership will be crucial to the success of this effort.

THE OPPORTUNITY

As the WCH enters the next chapter in its history, the Executive Director (ED) will provide the strategic leadership and direction to evaluate, broaden and fulfill the organization's mission. In partnership with the Board of Governors and the WCH staff, the ED will be the agent of change responsible for ensuring the successful future direction of the organization.

Key metrics for success include:

- Leading, mentoring and hiring staff that will effectively carry out and broaden the mission of the WCH.
- Maintaining a proactive focus on the financial health of the organization and necessary fundraising activities.
- Cultivating existing, as well as new, relationships with all stakeholders, including the Board of Governors, the Woman's Board, staff, WCH members, families, donors, tenants, other non-profits and the community at large.
- Engaging all stakeholders to establish a vision for continued growth of the WCH offerings.

POSITION SUMMARY

The Executive Director is responsible for the overall leadership of the organization to ensure delivery of the highest quality services while safeguarding its financial stability. As the leader of the organization, the Executive Director reports to the Board of Governors and is responsible for: creating and executing the strategic plan to address the growing needs of WCH and its clients; demonstrating passion for the mission of WCH; actively engaging in sophisticated fundraising and

development activities; developing and managing the organization's overall finances; managing and leading the staff and fostering an organizational climate to develop and build staff competencies; collaborating with other leaders and decision makers in the broader community; providing the vision to address future challenges and opportunities; and representing the organization as its key spokesperson and fundraiser.

CANDIDATE PROFILE

We seek a visionary and proven leader who embodies a culture of excellence and service and will share a passion for the mission of the WCH. The ideal candidate will have the following qualities and characteristics:

Dynamic Leadership and Management Skills

- Maintain a collaborative working relationship with staff, the Board of Governors, the Woman's Board, all key stakeholders and the community.
- Create a clear vision and lead ongoing strategic planning that will support and enhance the WCH mission.
- Develop efficient processes to ensure the long term operational and financial success of the organization.
- Grow external community relationships to identify new opportunities for the WCH to engage with the North Shore community and businesses.
- Demonstrate a background in staff management that includes creating sound organizational structure, professional development, performance evaluation, and a facility for instituting the appropriate personnel policies and procedures.
- Lead by example, exemplifying professionalism, attention to detail, and integrity as well as humor and humility. Require similar performance from the staff.

Strong and Disciplined Financial Acumen

The ED will manage the budget, financial reporting and internal controls to achieve WCH's financial goals, as well as oversee capital campaign strategies needed to support the mission. Specifically, the ED:

- will be responsible for structuring and hiring accounting staff professionals;
- will need to demonstrate the ability to oversee proper allocation of the organization's financial resources;
- will be confident with analyses, budgets, spreadsheets and other forms of financial information and will be disciplined about making data-driven decisions;
- will ensure compliance with the organization's policies and procedures at all levels;
- will maintain communications with all standing committees of the Board of Governors, the Board Designated Fund Committee, the Woman's Board and key personnel.

Experience with Fundraising and Capital Campaigns

- The ED will be responsible for hiring a new Director of Advancement and help engage and solicit key donor prospects.
- Assist the Director of Advancement by confidently sharing the mission of the WCH to expand corporate giving.
- Assist in the ongoing Annual Fund solicitations as well as setting vision for major capital campaigns.

Strong Communicator with the Utmost in Integrity and Professionalism

- The ED will be a dynamic and inspiring communicator, including written and verbal presentation skills.
- The ED will enjoy being the public face of the WCH and will present to individuals, corporations and to the media, thus building and expanding partnerships, and helping solicit our most important donors.
- The ED will be persuasive and know that, whatever the situation, one must respond with graciousness and tact.
- The ED will be comfortable serving a clientele that is generally affluent, educated, sophisticated and accustomed to quality.
- The ED will be expected to collaborate regularly with other leaders and decision-makers in the broader community and to provide ongoing vision concerning future challenges and opportunities.

Previous Experience and Education

- Career experience in a top or assistant leadership position in a community organization is desired.
- An understanding of the Winnetka and surrounding North Shore communities is desired.
- A high level of participation in the life of the community in which he or she works by virtue of civic involvement, public service, volunteerism and club or social activities is expected and desired.
- A bachelor's degree from an accredited college or university is required; a Master's degree is desired.

To apply, please send a current resume and letter of introduction to Kittleman & Associates, LLC at <http://www.kittlemansearch.com/winnetka-community-house>

For more information about the Winnetka Community House, visit www.winnetkacommunityhouse.org.