Care Partners of Cook County (CPCC) Executive Director
Position Description

Executive Director

Reports To: President, Board of Directors

Position Summary

The Executive Director serves as the chief executive and lead staff member of Care Partners of Cook County. Reporting to and working in partnership with the Board of Directors, the Executive Director provides strategic leadership, operational oversight, financial stewardship, community engagement, and organizational development to advance CPCC's mission and ensure long-term sustainability.

The Executive Director is responsible for fostering strong relationships with community partners, donors, volunteers, staff, and stakeholders while ensuring the organization maintains effective programs, sound financial practices, and a visible presence within the community.

Key Responsibilities

Organizational Leadership and Governance

- Partner with the Board of Directors to develop and advance CPCC's mission, vision, and strategic priorities.
- Support effective governance and strengthen Board engagement and participation.
- Lead organizational planning, program development, and evaluation efforts.
- Build and maintain collaborative relationships with community organizations, healthcare providers, and service partners.
- Serve as a community leader and advocate for aging, caregiving, palliative care, and end-of-life planning initiatives.

Operations and Administration

- Oversee day-to-day operations of the organization.
- Ensure the organization operates efficiently and in compliance with applicable local, state, and federal regulations.
- Maintain organizational systems, records, technology, facilities, leases, and insurance.
- Develop and implement policies and procedures in collaboration with the Board and staff.
- Support program activities and organizational initiatives as needed.

Financial Management

- Collaborate with the Board to develop annual operating budgets and financial forecasts.
- Manage organizational finances and monitor financial performance.
- Ensure accurate accounting, financial reporting, and internal controls.
- Oversee grant funding, restricted funds, accounts payable, payroll processes, and banking relationships.
- Coordinate annual financial reviews and periodic audits.
- Supervise bookkeeping functions and maintain accurate financial records.

Fund Development and Resource Management

- Lead fundraising efforts in partnership with the Board of Directors.
- Identify, cultivate, and steward relationships with community supporters and grant makers.
- Research, write, and manage grant proposals and reporting requirements.

- Seek new funding opportunities and revenue sources.
- Oversee fundraising campaigns and special events.

Community Relations and Communications

- Serve as the primary public representative and spokesperson for CPCC in accordance with Board-approved communication policies.
- Represent the organization at community meetings, conferences, and events.
- Cultivate positive relationships with media, community leaders, and stakeholders.
- Increase organizational visibility through strategic communications, marketing, publications, and digital outreach.

Human Resources and Volunteer Management

- Recruit, hire, train, supervise, mentor, and evaluate staff.
- Foster a positive, collaborative, and mission-driven workplace culture.
- Support professional development and performance management initiatives.
- Oversee volunteer recruitment, training, supervision, and recognition.
- Maintain personnel records and ensure compliance with employment laws and best practices.

Qualifications

Required Qualifications

- Bachelor's degree from an accredited college or university or equivalent combination of education and relevant experience.
- Demonstrated experience in organizational leadership and management.
- Experience managing budgets, financial resources, and organizational operations.
- Strong written, verbal, and interpersonal communication skills.
- Ability to work effectively with a Board of Directors, staff, volunteers, community partners, and stakeholders.
- Strong organizational, problem-solving, and decision-making skills.

Preferred Qualifications

- Leadership experience in a nonprofit organization.
- Experience in healthcare, social services, aging services, hospice, palliative care, or related fields.
- Experience with grant writing, fundraising, and donor development.
- Knowledge of nonprofit financial management and governance practices.
- Familiarity with rural community health and human service networks.

Desired Leadership Attributes

- Strategic and visionary leadership
- Integrity and sound judgment
- Financial responsibility and accountability
- Collaborative relationship-building skills
- Initiative, adaptability, and creativity
- Commitment to community service and mission-driven work
- Compassion for individuals and families facing aging, illness, caregiving, and end-of-life