Executive Director

Care Partners of Cook County (CPCC)

About the Role

Care Partners of Cook County seeks a collaborative, mission-driven Executive Director to lead the organization's strategy, operations, finances, fundraising, programs, and community engagement. Working closely with the Board of Directors, the Executive Director will strengthen partnerships, guide staff and volunteers, and advance CPCC's support for individuals and families navigating aging, caregiving, serious illness, and end-of-life planning.

Key Responsibilities

- Partner with the Board to advance our mission, strategy, governance, and long-term sustainability.
- Oversee daily operations, programs, policies, compliance, technology, and organizational systems.
- Manage budgets, financial performance, controls, and reviews or audits.
- Lead fundraising, grant development, donor stewardship, campaigns, and special events.
- Serve as CPCC's primary community representative and strengthen relationships with partners, supporters, media, and stakeholders.
- Recruit, supervise, develop, and support staff and volunteers while fostering a positive, accountable workplace culture.

Qualifications

- Bachelor's degree or an equivalent combination of education and relevant experience.
- Demonstrated leadership experience, including responsibility for operations, budgets, and organizational resources.
- Excellent written, verbal, interpersonal, organizational, problem-solving, and decision-making skills.
- Works effectively with the Board, staff, volunteers, community partners, and diverse stakeholders.
- Nonprofit leadership, fundraising, grant writing, or experience in healthcare, social services, aging, hospice, or palliative care is preferred.
- Knowledge of nonprofit governance and financial management, plus familiarity with rural community networks, is a plus.

Leadership Profile

The ideal candidate is strategic, compassionate, adaptable, financially responsible, and committed to collaborative, community-centered leadership.

Compensation and Benefits

Salary based on experience; benefits include:

- Health insurance.
- Employer-supported SIMPLE IRA.
- Meaningful community impact.

How to Apply

Please submit a résumé and cover letter describing your interest in the role and relevant experience to Terri Nelson, Board President at cpccboardchair@gmail.com by November 30, 2026.