

Community Counseling Centers of Chicago (C4) has been a leader in non-profit community-based mental health treatment for Chicago's vulnerable communities for 50 years. C4 provides innovative, compassionate, and culturally sensitive services reflecting the best practices in mental health.

C4 is looking for an exceptional **Chief Executive Officer (CEO)**.

The CEO is the leader of the organization, demonstrating a passion for C4's mission. S/He/They will lead this established but growing organization and advance it to its next chapter, achieved by supporting the efforts of a diverse team of high-performing leaders and staff. S/He/They will leverage the power of relationships and networks, and work across private, public and corporate sectors to improve the stability and long-term health of the organization. The CEO should possess a high level of broad non-profit business and management skills and be effective at generating resources and financial support for the organization. The CEO is dedicated to shared and measurable goals for the collective wellbeing of C4's employees and the people they serve.

### **KEY RESPONSIBILITIES AND ESSENTIAL FUNCTIONS**

The major responsibilities of this position include, but are not limited to:

#### **Organization Management**

The CEO will be accountable for helping managers and supervisors build and lead high-performing teams, ensuring all teams are collaborating to achieve organizational results. S/He/They will have accountability for the operational and fiscal integrity of the organization within policies set by the Board of Directors. The CEO should work with the Chief Operating Officer to assess organizational capacity to identify gaps in systems, processes and staffing. The CEO will also work with the Chief Financial Officer to manage organizational spending, monitor budget compliance, and mitigate financial risks. S/He/They will provide support and resources to the Human Resources and Recruiting teams to ensure that goals of inclusiveness and diversity among staff are met.

S/He/They will directly supervise the Executive Leadership Team. The expectation is for the CEO to help define their individual goals, to mobilize alignment, delegate effectively, and to motivate staff. As a leader s/he/they must demonstrate a sensitivity to the overall wellness of the team, both personally and professionally.

The CEO will be a frequent collaborator with all teams ranging from the Board of Directors to front line staff. This person needs the ability to listen effectively and lead a team to consensus. S/He/They should provide constructive criticism in a cohesive, thoughtful manner, while supporting the collective decisions of the various teams.

#### **Resource Development**

The CEO has experience in development and fundraising. S/He/They will identify, cultivate and solicit prospective donor relationships and key leaders of potential new partners. The CEO will leverage personal and professional contacts and relationships into fundraising opportunities, and promote a culture of fundraising in the organization, both at the staff and board level.

#### **Financial Oversight**

Working closely with the CFO and Controller, the CEO will have oversight of the agency's annual budget. S/He/They must understand and accurately interpret balance sheets, income statements and cash flow statements, and have the ability to confidently articulate C4's financial strength, performance and liquidity at all times. Acting well in advance of potential financial emergencies will be crucial. The CEO will work with the Finance Operations team to strictly adhere to the requirements of funding agencies.

### **Strategic Management**

The CEO will serve as the principal resource to the Board of Directors and its key committees and gives strong direction in policy formulation and interpretation. S/He/They will partner with the Board of Directors and the Executive leadership team to craft organizational goals and develops strategies in the areas of community impact, resource development, and expansion of services. The CEO will have flexibility to design business alliances and make recommendations to the Board. A citywide focus will be appropriate, to include collaborations and programs contracted for impact and bold extensions of service to the community.

### **Community Impact**

The CEO should be an active member of the healthcare community. S/He/They works closely with the Board to craft and adapt the strategy to achieve an increased impact, including raising the funds to support it. S/He/They will establish and build relationships with top leaders in the communities, neighborhood and wards in which C4 operates, including those representing the highest levels in the business, government and non-profit sectors.

## **EXPERIENCE AND POSITION REQUIREMENTS**

- Substantial experience working in the nonprofit sector (behavioral health experience is desirable) and interacting with a Board of Directors.
- Senior strategic leadership experience in the management of organizations of comparable size and mission.
- Knowledge of the landscape of behavioral health in Chicago and Illinois, including the important agencies in behavioral health, mental health and crisis services, the leaders at those organizations, and the elected officials who represent C4's communities and partners.
- Optimize the handling of banking relationships and work closely with CFO to foster and grow strategic financial partnerships.
- Keep the Board apprised of the financial affairs of C4 and alert the Board if there is likely to be any problems in operating within C4's budget.
- Have authority to execute to execute for C4, or any affiliated corporation, contracts, deeds, mortgages, or loans as authorized by the Board of Directors.
- Experience in building revenue and increasing philanthropic support.
- Ability to command the confidence and respect of stakeholders.
- Communicate effectively and establish credibility throughout the organization as an effective developer of solutions to business challenges.
- Act as a strategic advisor and consultant offering expert advice on contracts, negotiations or business deals that the corporation may enter, with Board approval.
- Be responsible for implementing the resolutions and directives of the Board.
- Be an ex officio non-voting member of the Board by virtue of being CEO.

C4's new Chief Executive Officer must demonstrate a high level of intelligence and intellectual curiosity, and a desire to explore new ideas and innovative approaches to solving problems. S/He/They must have unquestioned integrity and a reputation for honesty and fairness; a long-term perspective; a strong sense of accountability; wisdom and good judgment; a fair and thoughtful approach to management, combined with the flexibility and courage to shift direction and experiment with new initiatives; and display a high level of good humor and empathy.

If you are interested, we would love to hear from you. Please submit your current resume and a cover letter which states why you would like to join C4 and demonstrates your writing style to [HR@C4chicago.org](mailto:HR@C4chicago.org) with the subject line "C4 CEO Candidate".