



The League of Women Voters of Illinois is a multi-issue organization whose statewide membership envisions and works for a democracy where every person has the desire, the knowledge, the right, and the confidence to participate. As a nonpartisan political organization, the League does not support or oppose political parties or candidates. For more information, please visit lwwil.org.

EXECUTIVE DIRECTOR - Position Profile

The Executive Director will oversee the day to day administration of the League of Women of Voters of Illinois by providing leadership and implementing policies and programs to carry out the mission work of LWVIL. The Executive Director reports to and works in partnership with the Board of Directors.

KEY RESPONSIBILITIES

Financial Oversight (30%)

The Executive Director works with the Board, Treasurer, Finance Committee and staff to ensure the financial integrity of the organization.

- Manage and oversee financial processes and resources with skill and integrity, including accounting, audit or review, tax filings, donor relations, grant reporting and partner commitments.
- Develop an annual budget that aligns with organization priorities.
- Provide monthly financial statements and analysis to accurately reflect the financial condition of the organization and support timely and effective decision making by the Board.
- Manage operations within the approved budget, ensuring maximum resource utilization and maintenance of the organization in a positive financial position.
- Ensure timely adherence to all local, state and federal regulations and requirements.

Operations Management (30%)

- Oversee the administration of the organization by implementing policies and procedures and ensuring adherence to Bylaws and policies of the organization.
- Work in partnership with staff to develop annual operational objectives and metrics.
- Oversee and manage staff including hiring, training, goal setting, and evaluating performance.
- Foster a collaborative, supportive organizational culture which motivates and values staff development.
- Work with Board Human Resources Committee to review performance standards.
- Management and assessment of equipment, software, database, digital tools, facility, and service providers.

Board of Directors and Board Committee Relations (20%)

The Executive Director reports to and maintains active and productive relationships with members of the Board of Directors and Board Committees.

- Communicate regularly with the Board of Directors including monthly reporting in advance of Board meetings.
- Provide support to Board Committee work on mission goals and objectives.
- Work with the Board Chair in the onboarding of new board members, developing foundations that foster growth and support LWVIL.

Fundraising and Development (20%)

Working with the Board and Board Development Committee, the Executive Director helps develop resources to ensure the financial health and growth of the organization.

- Drive and implement annual fundraising initiatives directed toward member and nonmember contributed income.
- Cultivate financial support for the organization by nurturing and extending relationships with major donors, foundations and corporate sponsors.
- Develop new nonmember revenue sources for long term financial support of the mission.

Other Duties as Required

QUALIFICATIONS

The ideal candidate will have a passion for and commitment to the organization's mission and vision and be able to function in a high-paced environment.

- Bachelor's degree required; Master's degree preferred.
- Demonstrated success in nonprofit management or business administration.
- Outstanding supervisory and leadership experience.
- Proven ability to work effectively as part of a team.
- Excellent communication skills, including writing, meeting facilitation and consensus building.
- Exceptional organizational, analytical and problem-solving skills.
- Impeccable integrity, judgment and discretion, outstanding interpersonal skills.
- Proficient with organization tools and software such as G Suite 5, QuickBooks, Neon CRM, Constant Contact.

Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.

All work is remote, pending clear CDC guidance and a Board decision to return to in-person status. Reliable work space, internet access, and Zoom participation is required during this remote working period. Organization office space is located at 332 South Michigan Avenue in Chicago.

COMPENSATION AND BENEFITS

Salary range from mid \$60,000 to low \$70,000 commensurate with experience. Benefit package includes healthcare reimbursement, paid time off for sick days, vacation, and holidays.

APPLY

To apply for the position, please submit a cover letter, resume and salary range requirements to hr@lwvil.org. Please list your last and first name in the subject line of your email. No phone calls please.

All applications and inquiries will receive a response and be kept strictly confidential.

The League of Women Voters of Illinois is an Equal Opportunity Employer.