

woods fund of chicago

President

POSITION GUIDE

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Prepared by

Campbell & Company

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Chicago, Boston, Cleveland, Los Angeles, Phoenix, Portland, San Francisco Bay Area, Washington, DC

THE FOUNDATION

The mission of the Woods Fund of Chicago is to be a grantmaking foundation whose goal is to increase opportunities for less advantaged people and communities in the metropolitan area, including the opportunity to shape decisions affecting them. The foundation works primarily as a funding partner with nonprofit organizations. Woods supports nonprofits in their important roles of engaging people in civic life, addressing the causes of poverty and other challenges facing the region, promoting more effective public policies, reducing racism and other barriers to equal opportunity, and building a sense of community and common ground.

The Woods Fund of Chicago is an outgrowth of the Woods Charitable Fund, which was established in 1941 by Frank Woods and his wife, Nelle Cochrane Woods. Frank Woods was an attorney and a nationally prominent telephone company executive. He and his wife incorporated the foundation with their three sons and for over fifty years, the Woods Charitable Fund made grants in Lincoln, Nebraska and Chicago, Illinois. In 1993, the Woods Charitable Fund restructured and created two separate foundations with different grant programs in Chicago and Lincoln. It was at this time, with the transfer of part of the original assets that the Woods Fund of Chicago came into being. Since that time, the Woods Fund of Chicago has made nearly \$45 million dollars in grants to support countless nonprofit organizations in metropolitan Chicago in advancing social and economic justice through community organizing and public policy



development, and to promote community building through the arts.

With a strong belief in the need for inclusion of the less advantaged in the entire process of addressing the issues that affect them, the Woods Fund encourages and supports organizations and initiatives that promote “participatory policy making” by reaching out to their less-advantaged constituencies. The Woods Fund encourages a close, learning-based partnership with its grantees to further the causes of Chicago’s less-advantaged residents and communities. These partnerships bring together “bottoms up” and “top down” expertise in a highly promising system change approach.

More information about the Woods Fund of Chicago can be found at its website: www.woodsfund.org.

THE POSITION

After ten years of service to the Woods Fund of Chicago, the current President is retiring from her position. The Board of Directors seeks a new President to be charged with the general supervision of the business and operations of the Woods Fund of Chicago, subject to the control of the Board of Directors.

The President serves as an officer of the Board and is charged with upholding and executing the mission as stated above.

The President should maintain a high professional profile and be able to access programmatic opportunities and develop unique, collaborative vehicles with other organizations and individuals at the community level to increase opportunities for foundation growth and program development. The President will participate actively in the philanthropic sector through affinity groups, committees, collaborative enterprises, special projects and the like.

RESPONSIBILITIES

The President of the Woods Foundation will have the following responsibilities:

General Management

- Make recommendations toward the development of the Woods Fund's long-term goals and strategy;
- Develop, present and manage the implementation of strategic plans to advance the Woods Fund's interests;
- Advise Board of Directors regarding strategic and management issues facing the Woods Fund;
- Establish organizational plans, policies and procedures for the organization;
- Directly supervise and maintain responsibility for the work of the Program Director and Accountant;
- Ensure annual evaluation of all Woods Fund staff and make appropriate salary recommendations;
- Make recommendations to Chair of the Board regarding Fund staff – hiring, firing and other disciplinary measures.

Financial and Legal

- Ensure the Woods Fund's compliance with local, state and federal laws;
- Support the Woods Fund asset development goals and objectives;
- Work with the Accountant to monitor the Woods Fund's available funds and inter-relationships between program and strategy areas;
- Work with Accountant to monitor the total return and annual income yield in relation to the investment objectives and spending policy;
- Report status of investments to the Board of Directors on a quarterly basis;
- Maintain communications with the Finance Committee and key investment personnel;
- Develop the Woods Fund annual budget;
- Sign Woods Fund checks.

Staff Development

- Maintain equitable, progressive practices and policies to attract and retain talented staff;
- Oversee a continuous process of staff professional development;

- Provide training, guidance and increased responsibility to enhance staff positions.

Internal Operations

- Develop, maintain, update and enforce operational and personnel policies;
- Oversee efficient performance of the Woods Fund's internal operations;
- Recruit and employ qualified consultants.

Grantmaking and Program Management

- Develop an understanding of issues impacting less advantaged populations and seek opportunities for the Woods Fund to fulfill its mission through grantmaking and program management;
- Build and maintain ties with a variety of constituencies throughout the community who will help the Woods Fund in its endeavors;
- Represent the Woods Fund among other grantmakers in planning initiatives.

Program Responsibilities

- Ensure that program decisions are consistent with the Woods Fund's mission;
- Make recommendations to develop the Woods Fund's objectives in its grant and operating programs;
- Develop specific program initiatives to ensure the Woods Fund plays a vital role in improving the quality of life for less advantaged people and communities in Chicago.

Woods Fund Enhancement

- Represent the Woods Fund's philosophy, attitudes and beliefs to the public;
- Develop a visibility for the Woods Fund in the philanthropic community;
- Establish close relationships with other foundation and nonprofit executives;
- Participate in local, regional and national activities or organizations relevant to the Woods Fund's business and that have local impact;
- Provide a framework for development of a public relations strategy to help support and achieve the Woods Fund's goals;
- Develop and maintain ties with foundation peers, nonprofit leaders and all other stakeholders in the field of philanthropy;
- Serve as a spokesperson to advance the cause of social justice philanthropy.

Communications

- Maintain effective coordination and communications with the Board of Directors, staff and consultants;
- Maintain consistent and open communications with the Chair, reporting on all aspects of the Woods Fund's business and related issues;
- Manage and coordinate the preparation of the Woods Fund's annual report;

- Keep informed by reading articles, books and other materials that contain information pertaining to Woods Fund's business and related issues.

QUALIFICATIONS

The successful candidates will have recent senior executive level experience relevant to the responsibilities of the position. The President will possess:

- A commitment to the mission of the Woods Fund, and its role in the community;
- Strong personal and professional integrity, with an ability to inspire confidence and cooperation; a motivator and leader;
- The self-confidence and personality to work comfortably with a variety of individuals including community leaders, board members, government officials, corporate and foundation leaders and philanthropists, nonprofit leaders and their constituents, and the public;
- Knowledge of public policy and community organization issues with an understanding of social justice and racial equity concerns;
- Proven experience managing and motivating employees and volunteers; a working leader who will "roll up his or her sleeves" to accomplish results; ability to accomplish results with a small team;
- A demonstrable track record in management and leadership, operations, budgeting, and financial administration; general knowledge of investment management is a plus;
- A thorough understanding of laws and regulations concerning foundations;
- Experience working collaboratively with Boards of Directors, including knowledge and experience in nonprofit board governance and policies;
- In-depth knowledge of the nonprofit and philanthropic climate with a focus on the Chicago region;
- Familiarity with Chicago and Illinois traditions of community organizing, advocacy and legislation;
- Exceptional verbal, written and listening communication skills; final candidates will be asked to prepare a writing sample on a selected topic.
- An entrepreneurial, organized, focused and goal-oriented personality coupled with a high level of initiative, energy and ability to work independently;
- A Bachelor's degree; an advanced degree is preferred.



COMPENSATION

Compensation is commensurate with experience and record of successful achievement.

APPLICATION

The Woods Fund of Chicago has engaged Campbell & Company to conduct the search for the President. To be considered for this opportunity, please send letter of interest and resume to:

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