



Recruitment Profile

President/Chief Executive Officer

AIDS Foundation of Chicago

AIDS
FOUNDATION
OF CHICAGO

June 10, 2014

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The Client

MISSION

The mission of the AIDS Foundation of Chicago (AFC) is to lead the fight against HIV/AIDS and improve the lives of people affected by the epidemic.

Founded in 1985 by community activists and physicians, the AIDS Foundation of Chicago is a local and national leader in the fight against HIV/AIDS. It collaborates with community organizations to develop and improve HIV/AIDS services; fund and coordinate prevention, care, and advocacy projects; and champion effective, compassionate HIV/AIDS policy.

The Affordable Care Act (ACA) – the federal health insurance reform law – represents an unprecedented opportunity to expand the fight against HIV/AIDS. In an era of advanced treatment and prevention strategies, reforms in service delivery and financing have the potential to bring life-saving services to millions of people. The AIDS Foundation of Chicago will continue to draw upon its 30 years of experience as an agent of change to shape the evolving health care and social service landscape in ways that advance the progress against the epidemic.

STRUCTURE & PROGRAMS

AFC is a \$22 million agency with \$16 million in federal, state and local government grants and \$6 million in private sector funding. The agency makes approximately \$15 million in grants to Chicago-area service providers annually. Governed by a 40-person Board of Directors, the organization has a 120-person staff, including 20-25 part-time workers who provide ACA insurance enrollment assistance.

AFC is a strong and stable organization and it enjoys an excellent reputation in developing programmatic models and services. It works closely with more than 50 partner agencies in the Chicago area to provide services to thousands of people living with HIV/AIDS and other chronic illnesses each year.

CARE

AFC brings together service providers and funders to develop systems that meet the needs of those living with HIV/AIDS and to maximize the use of scarce resources. AFC manages more than \$16 million in local, state, and federal funds for an array of AIDS-related services. By assisting government entities in planning, distributing, and monitoring service contracts, AFC helps develop provider expertise and promotes uniform and high-quality service delivery across the region.

PREVENTION

Until there is a vaccine and a cure, comprehensive HIV prevention services remain our best weapon in the fight against HIV/AIDS. The AIDS Foundation of Chicago is committed to working with policymakers and service providers to increase funding for prevention services and programs that work.

HOUSING

AFC is taking a leadership role in promoting strategies to improve the availability of safe and affordable housing for low-income people with HIV and other chronic illnesses. AFC's work in housing includes:

- Promoting public and private efforts to increase the stock of affordable housing for people with disabilities, including those living with HIV
- Convening AIDS housing advocates and organizing efforts to assess and improve the housing continuum
- Providing research on the state of Chicago-area housing environment
- Managing a network of regional AIDS housing advocates and coordinating the delivery of AIDS rental subsidies with a voucher system for 700 permanent supportive housing units, among other housing programs for low-income people with AIDS and other chronic illnesses.

ADVOCACY

AFC works in Chicago, Springfield, and Washington, DC to improve services for, and protect the rights of, people living with and at risk for HIV. AFC pursues its policy and advocacy work in partnership with people living with HIV, local service providers, statewide and national partners, and members of the Policy/Advocacy Committee.

GRANT MAKING

The AIDS Foundation of Chicago's Sustainable Strategy Program is an intensive workshop series that will teach leaders of AIDS Service Organizations (ASO) how to sustain their organizations' work. The Program will address agency challenges and how to increase earned income under the Affordable Care Act. Teams will also develop and present a sustainable strategy to a panel of Chicago-area funders, who will offer feedback to strengthen the ASO's capacity for future funding.

The Position

The President & CEO has overall administrative, fiscal, and operational responsibility for the organization and is accountable to the Board of Directors for the management, planning, and strategic direction of the agency. S/he ensures a cohesive work environment and a strong management team with five (5) direct reports: Senior Vice President of Programming; Chief Officer of External Relations; Chief Financial Officer; Vice President of Policy; Vice President of Strategy & Business Development.

LEADERSHIP

In concert with the Board of Directors, the President/CEO will be responsible for consistent fulfillment of the agency's mission and financial objectives, while providing vision and leadership for the agency's mission and strategies. Ensuring effective strategic and program planning processes are in place; the CEO will lead the formulation of all major policies and ensure the implementation of these policies.

The CEO will serve as the primary agency spokesperson and ensure AFC is properly represented to its diverse constituencies; amplifying the urgency to fight HIV/AIDS and articulating the tangible strategies needed to effectively curb the epidemic through improved health and wellness for affected people and communities. The CEO will communicate outcomes to various constituencies.

BOARD RELATIONS

The President/CEO works with the Board Chair to create an annual work plan and to ensure the Board of Directors is able to fulfill its governance function, facilitating an effective partnership and acting as the key communication liaison between management and the Board. The President/CEO will also foster the productive involvement of each member of the Board of Directors and working with the Board Chair, ensure an effective Committee structure.

Additional responsibilities include participating as an active member of the Board's working committees and in the Board recruitment and training process. The President/CEO leads other strategic planning processes, evaluation and development of innovative business models; engaging Board, staff, and external stakeholders as appropriate.

RESOURCE DEVELOPMENT

The President/CEO leads the planning effort for overall fundraising to maximize current opportunities, sustain development efforts adapting to emerging issues and the changing landscape of HIV/AIDS policy, thus developing a strategy to address them.

In addition, the CEO will assume overall responsibility for the effective planning and operation of the grant making and contracting process to maximize impact and ensure equitable and outcome-orientation results. S/he will also lead fund development efforts and participate in major gift solicitations and stewardship, foundation and corporate fundraising and the diversifying of government and other funding sources.

PROGRAM AND POLICY

Foster efforts in programmatic and systems development, education, advocacy, and government relations to advance the HIV/AIDS fight vis-à-vis public health, housing, healthcare delivery, human/civil rights protections, and other safety-net and social policy responses, while leading the formulation of all major policies and ensuring their implementation.

Providing leadership and facilitating the work of the consortium of AIDS service providing agencies in the Chicago metropolitan area as well as monitoring outcome indicators and developing continuous quality improvement measures to support effective programmatic initiatives.

The President/CEO will collaborate with local, city and federal entities and national AIDS organizations and other national health and social justice organizations as appropriate, including elected officials and agencies in Washington, DC, Springfield & Chicago. S/he will maintain the necessary contacts to keep abreast of emerging issues of significance for health philanthropy.

FINANCE/ADMINISTRATION

Partnering closely with the CFO, the President/CEO will guide and lead the organization's fiscal functions, including preparation of the annual budget, proper allocation of funds to assure achievement of AFC's mission. The President/CEO will ensure proper fiscal accounting and controls, as well as legal and fiduciary compliance, and must prudently manage organizational resources within budget guidelines according to current laws and regulations.

In the area of human resources management function, including recruitment, hiring, training, retention strategies, and terminations, the President/CEO is expected to develop and maintain an effective staffing plan to effectively meet operational and programmatic needs, as well as to manage the human resources of the organization according to policies and procedures approved by the Board of Directors. In addition, the President/CEO will maintain a climate and culture within the agency, which attracts, motivates, and retains “top quality” staff, Board of Directors, and volunteers.

Professional Requirements

The ideal candidate will have an advanced degree and/or over ten years’ experience in health care, human services, or a related field. Organizational management experience including staff supervision, board development, coalition building, program development, and strategic planning are essential skills. Balanced with an entrepreneurial mindset, the candidate must have extensive experience working with Boards of Directors and volunteers in a non-profit setting. Highly qualified candidates will possess extensive knowledge of HIV/AIDS issues, familiarity with the communities and populations that are most affected, knowledge of other associated social issues, and the ability to work with diverse communities. Candidates with a keen understanding of the insurance industry, healthcare reform, innovative payment models, and emerging healthcare delivery methods are highly desired. Demonstrated experience is required in fundraising, including corporate and foundation giving, major gifts, planned giving, and campaigns. Understanding of grant-making and contracting processes and concepts of responsive philanthropy, and ability to effectively relate to the grant-seeking community is essential.

Personal Characteristics

AFC is seeking a highly organized individual with strong leadership and organization management skills. Energy, dynamism and the ability to inspire are necessary for success. The candidate must be a strategic, innovative and proactive thinker with the ability to maintain the organization’s position as a leader in the HIV/AIDS community. Other characteristics include:

- Passion for the mission and personal commitment to the diverse populations affected, including communities of color and LGBT people;
- Skilled listener and problem solver who excels in building consensus, culling visionary strategy, harnessing creativity, and building social movements;
- Charisma, credibility and gravitas to propel public policy, fund raising, and system-development goals;
- Excellent oral and written communications skills;
- National perspective and political awareness; and
- The highest professional standards of integrity, humility, honesty, and kindness.

Ideally, the successful candidate will represent one of the populations impacted by the epidemic, including communities of color, LGBT populations and/or HIV positive or other vulnerable groups.

Compensation

Our client is offering a competitive compensation package for this position with a comprehensive benefits package that includes medical, dental, vision, life, long-term disability, FSA, tax deferred retirement investment and paid leave. Although a candidate local to the greater Chicago area is strongly preferred, basic relocation expenses may be considered for the exceptional individual they are seeking.

Opportunity

The Centers for Disease Control estimates that 1.2 million people in the United States (U.S.) are living with HIV infection. One in five (20%) of those people are unaware of their infection. New infections continue at far too high of a level, with approximately 50,000 Americans becoming infected with HIV each year. By race, African Americans/Blacks face the most severe burden of HIV.

This is an opportunity to lead one of the nation's most important policy and grant making organizations for service providers addressing the evolving HIV/AIDS pandemic. Providing access to care for all will save lives and, one day, will put an end to this epidemic. This is an opportunity to play a vital leadership role for an issue of enormous public health importance and substantial humanitarian merit.

NON-DISCRIMINATION STATEMENT

AIDS Foundation of Chicago does not discriminate against any employee, client, volunteer, or vendor on the basis of race, color, religion, gender, sexual orientation, gender expression, national origin, age, disability, marital status, familial status or any other characteristic protected by Federal or State law. A non-discrimination clause concerning employment opportunity is incorporated in the Employee Policy and Procedure Manual. AIDS Foundation of Chicago will make reasonable accommodation in compliance with the Americans with Disabilities Act of 1990.

Please submit a brief cover letter and résumé as attachments via e-mail to:

Joseph A. McCormack, Managing Partner

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All inquiries or referrals will be held in strict confidence.

Please note that your education, dates of employment, compensation and other information provided will be verified prior to employment.

WBB+McCormack and Wesley Brown & Bartle work only with equal opportunity employers. Women and minorities are encouraged to apply.