



# chicago foundation for women

**President & CEO • Chicago Foundation for Women**

**Position Guide • January 2024**

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| <b>Position</b>   | President & CEO    |
| <b>Reports to</b> | Board of Directors |
| <b>Location</b>   | Chicago, IL        |



Chicago Foundation for Women (CFW) focuses on the issues that affect all women, girls, trans, and gender nonbinary people and envisions a world in which all people have the opportunity to thrive in safe, just and healthy communities.

### MISSION

Chicago Foundation for Women through its grantmaking invests in women and girls as catalysts, building strong communities for all.

Since 1985, CFW has been a leader in the movement to achieve basic rights and equal opportunities, investing in women and girls as catalysts building stronger communities for all.

CFW works with a community of socially minded investors who share our passion for improving the lives of women and girls, ensuring that every dollar they give achieves maximum impact. CFW supports the future of emerging organizations through both leadership development and financial support to build sustainable nonprofit infrastructure. As a result, two-thirds of nonprofits for which CFW was the first institutional or 'seed' funder are still thriving 10 years after receiving their first CFW grant.

### VALUES

We value - in ourselves and in every organization we support - the core principles of equality, empowerment, diversity, collaboration, and integrity.

**Equality:** We believe that equality is a universal human right, and we uphold respect and dignity as guiding principles in all our work.

**Empowerment:** We believe in the right of individuals to make choices and have control over their minds, bodies and spirits.

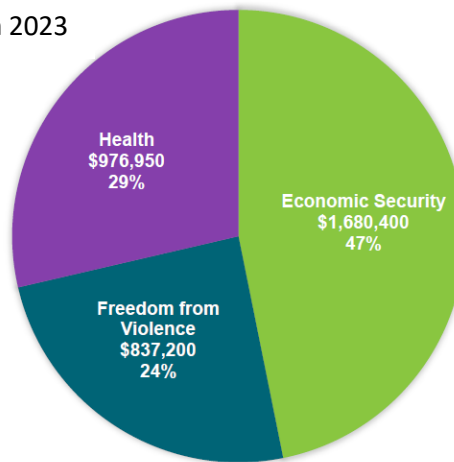
**Diversity:** We value the strength and wisdom that come from all voices and embrace the complexities of communities.

**Collaboration:** We affirm the transformative power of collective efforts and the importance of having women and girls engaged in issues that affect their lives.

**Integrity:** We hold ourselves to the highest ethical standards and level of accountability.

### By the Numbers

A look into CFW's investments and grants in 2023



**Total:** \$3,412,100 | 202 Grants

### WHO WE ARE

Chicago Foundation for Women was founded with the knowledge that only a tiny percentage of philanthropic dollars - under two percent in 1984 - was being donated to women's organizations to address women's real and specific needs. CFW's founders moved to ensure the inclusion of women's representation in philanthropy so they had the power both to decide what issues were important and to direct funding to where it could do the most good. Today, Chicago Foundation for Women is a powerful force that exists to work for and to effect social change.

Time and time again, evidence demonstrates the importance of considering "women's rights as human rights." Equally, there is more support and awareness than ever of the opportunity that philanthropy provides to help secure these rights to achieve justice in all communities.

Since 1985, CFW has invested more than \$45 million through over 4,500 grants, annually benefitting more than 226,000 women, girls, trans, and gender nonbinary individuals across the Chicago region, to help them become and remain healthy, safe, and economically secure. Nearly four decades later, CFW continues to be the only organization in the region - and among the first in the nation - to take a comprehensive approach to understand and address the issues affecting women, girls, trans, and gender nonbinary individuals.

### THREE FOCUS AREAS LEAD CFW'S WORK

- **Expanding Economic Security:** We seek to expand economic security so all women, girls, and gender-expansive individuals can care for themselves and their families in all stages of life.
- **Ensuring Freedom from Violence:** We are dedicated to ensuring women, girls, and gender-expansive individuals are free from violence in all its forms, including family violence, child and elder abuse, dating violence, sexual assault, sexual harassment, stalking, prostitution, and trafficking.
- **Enhancing Access to Health Services:** We are committed to enhancing women, girls, and gender-expansive individuals' access to high-quality health services and information related to mental, physical, preventive, and reproductive health.

### PROGRAMS

**Grantmaking** - CFW makes annual grants to a host of community-based organizations with a grantmaking strategy that focuses on economic security, reproductive justice and health, gender-based violence, and other issues that impact women and girls throughout the Chicago metropolitan area.

**Women's Leadership Development Initiative** - With major funding from the Polk Bros. Foundation and additional support from other valued partners, the Women's Leadership Development Initiative at CFW is developing a new generation of nonprofit leaders. And by bringing those leaders together, the initiative also makes possible the kind of long-term partnerships and collective engagements that produce successful advocacy and social change.

[Learn More](#)

**Black Women-Led Organization Capacity Building Program (BLOC)** - CFW is building a data-driven funding model that supports Black Women-led organizations, measures impact, and begins to make the case to other funders (regional and national) to strategically fund targeted capacity building efforts. CFW will work side by side with grantees, and with the support of its Program and HR departments, grantees will be positioned to implement systemic care structures that include comprehensive benefits packages for organizations and their staff. [Learn More](#)

**Board Member Bootcamp** - Chicago Foundation for Women offers a variety of training opportunities for individuals and groups. Multiple training options are available for participants to learn how to serve effectively as a nonprofit board member. [Learn More](#)

**Englewood's Women Initiative** - The Englewood Women's Initiative (EWI) removes barriers and connects women with resources to support safe, healthy, and thriving families. EWI partner agencies provide women not only with job training and education, but also with additional wraparound services needed to achieve economic security. [Learn More](#)

**Giving Councils & Giving Circles** - Volunteers and individual donors have an opportunity to bring fresh ideas, unique concerns and perspectives, and new energy to philanthropic leadership and advocacy. Giving Councils and Circles break barriers for the women and girls in metropolitan Chicago and help to expand Chicago Foundation for Women's grantmaking. [Learn More](#)

**Reproductive Justice Champions** - CFW seeks to elevate the expertise, leadership, and lived experiences of Black, Indigenous, People of Color (BIPOC) and African, Latin, Asian, and Native American (ALANA) groups in Illinois working at the intersections of reproductive and sexual justice and other social justice movements. CFW will implement a strategy that will lead to a region-wide safe-haven for reproductive health access and improved health outcomes. This initiative will be a regional model for how to create a sanctuary while building the movement to ensure reproductive and sexual justice and access during a time of increased attack. [Learn More](#)

**Willie's Warriors Leadership Initiative** - Willie's Warriors elevates the leadership of Black women across the Chicago region, creating a pipeline and network of Black women leaders committed to equity and justice in Chicago. [Learn More](#)

**Anti-Racism Transformation Team** - CFW also has established an Anti-Racism Transformation Team, together with internal and external stakeholders, who have been engaged in creating an anti-racism environment within the foundation. The Team has engaged in continual analysis of CFW to help ensure its way of working shares power with - and holds itself accountable to - racially oppressed groups in its efforts to achieve gender equity. [Learn More](#)



## THE OPPORTUNITY



*Grantees at the South Side and West Side Giving Circles Celebration*

There are few opportunities equal to the potential impact, scale, and level of engagement afforded by the President & CEO role at Chicago Foundation for Women. At 38 years old, CFW's spirit, intentionality, creativity, and inclusivity have been instrumental in shaping women's philanthropy through Chicago and our nation. Decisively and determinately moving forward, CFW needs a leader whose commitment to the mission allows them to create a stronger, larger, even more influential foundation, to fundraise fearlessly, and to have the skills to steward donors and investments. Together with the staff, Board, and volunteer base of Chicago Foundation for Women, the next President & CEO will have ability to make a difference in the lives of countless women in the Chicago area and, in doing so, to make a difference in the lives of their families and entire communities.

The President & CEO role represents the opportunity to engage the hearts and minds of staff, to knit together a cohesive and motivated staff team, and to build a culture aligned with the mission and values of CFW. The CEO will also have the opportunity to connect at both the intellectual and emotional levels with motivated donors to create change for women and girls throughout the community.



In addition to engaging with and investing in communities, the next leader will have the opportunity and responsibility of building a culture and discipline of long-term financial sustainability and health. With recent gifts, CFW will craft a new investment policy and assess how to make CFW's \$22 million endowment grow and thrive.

The next President & CEO will have the opportunity to lead a foundation that, during the past 38 years, has built an impeccable reputation for having exceptional standards in its grantmaking and ensuring high accountability from its grantees. The foundation's mission and values are enjoying strong synergy with current events, as both philanthropy and society as a whole are engaged in broad dialogue about social justice, efficacy, and the testing of innovative ideas and solutions. CFW will continue to serve as a convener, to learn from and uplift CFW's grantees and the communities that they serve.

The next President & CEO of Chicago Foundation for Women will assist the Board in a strategic reassessment of how best to move forward in fulfilling the foundation's mission. The position is a remarkable opportunity to participate in, and to help guide, a review of how best to focus grantmaking efforts and how to achieve the greatest success for and with the communities in which the foundation works.

Related work in board development will help the foundation attain balance and perspective through legacy, leadership, and diversity.

Last but not least, the President & CEO will have the opportunity to play an active role in the Chicago community and have a seat at the table with policymakers and community leaders as they consider key issues that affect women, girls, and gender-expansive people. The next President & CEO will continue the tradition of being a valued member of a group of community influencers who can help shape the future of the region and who can also contribute to innovation and thought leadership on issues pertaining to the well-being of women and girls.

## POSITION SUMMARY



*Leaders and keynote speaker at the 2023 CFW Annual Gathering*

Reporting to the CFW Board of Directors, the President and CEO of the Chicago Foundation for Women provides inspirational, visionary, and strategic leadership for the overall administration and management of the foundation including program delivery, resource development (including fundraising), anti-racist work, external collaboration, finance and budgeting, governmental affairs, and Board relations. The next leader will internally grow the team by filling one or two key leadership roles, invest in and retain a diverse and inclusive team, help develop CFW as an anti-racist organization, and will have the opportunity to build a positive culture in an environment that is ripe with opportunity. The next leader will employ strong business acumen and financial savvy and will work with program experts to advance women's issues in a changing landscape.

The President & CEO will inspire and nurture a devoted and communicative team and will promote the growth and success of each CFW team member and volunteer. CFW's leader will respect and value the contributions and knowledge of each CFW staff member, while inspiring a united focus on the mission, values, and goals of the foundation.

The next CFW President & CEO will manage and administer a \$5-\$6 million budget with over \$20 million in assets, help to launch the next chapter of strategic planning, think strategically about how to balance mission and sustainability, raise resources in support of the mission from both dedicated and new donors, and serve as a significant leader for women's economic security, freedom from violence, and rights to reproductive choice and care in the Midwest region.

Essential duties and responsibilities of the position include the following:

- #1: Visioning and Strategic Planning
- #2: Leadership, Development, and Management of a Cohesive Staff Team
- #3: External Relations, Collaboration, and Communication
- #4: Fundraising and Resource Development
- #5: Financial Stewardship and Oversight
- #6: Program Management and Grantmaking
- #7: Board Relations

Chicago Foundation for Women seeks a proven leader with significant management skill, prior executive leadership experience, and **a deep-seated belief in and commitment to the importance of women's rights and women's issues.** The successful candidate will be someone who deeply understands vulnerable populations and racial bias. Lived experience in underserved neighborhoods or in communities of color would be highly valued. CFW seeks a leader with demonstrated success in fundraising and a daily focus on engaging individual and organizational partners into the mission. A combination of smarts, savvy, skills, self-confidence, integrity, and strength will define the successful candidate. Candidates should demonstrate the following skills:

**Strong External Relations Skills and Donor Engagement Capacity:** A compelling presence and excellent speaking and communication skills are a must, as is a proven history of building relationships with community and funding partners. Candidates must be prepared to serve as a true ambassador, key external representative, fearless fundraiser, and chief “welcomer” for CFW, and to be a steward for the mission through collaboration, advocacy and leadership. In addition, the next CEO will help inspire and motivate a community of mission-focused advocates and partners.

The next President & CEO must be able to serve as a caring, knowledgeable, and collaborative representative of the foundation. The candidate we seek will possess the highest level of oral, written, and interpersonal communication skills to effectively work with a broad range of individuals and organizations including Board members, donors, professional colleagues, public officials, and community partners, as well as the media. An ability to transition fluidly between meetings in the board room, in the public housing community room, at policy tables, with the media, and with corporate and individual donors is essential. The next CFW leader will have strong relational intuition and a bold presence yet will also be approachable, caring, and relatable to a variety of community members.

**Ability to Nurture Positive Internal Culture:** Experience with nurturing a culture of collaboration, mutual respect, innovation, and continuous improvement among staff is critical. CFW seeks a leader who understands obstacles that, particularly, women encounter in the workplace and who prioritizes an inclusive and listening culture that is vital to understanding and addressing those needs. A proven track record of successful strategies to identify, recruit and retain talent is crucial, as is an appreciation for intellectual and creative talent. Successful applicants will have demonstrated the ability to build, develop and inspire a cohesive team of hardworking, devoted staff members.

**Proven Management Skills:** Candidates will possess strong leadership and management skills, will utilize sound business principles, and will have deep experience managing a similar or greater sized budget with a track record of strong fiscal understanding and responsibility.

**Business and Financial Acumen:** A big picture thinker and ambitious leader, the next CEO must also be a knowledgeable manager with excellent administrative and operational skills and a working understanding of fiscal sustainability and forecasting. Candidates will have demonstrated competency in financial oversight and a working understanding of budgeting and investments in order to implement appropriate standards of safety, liquidity, and return in the management of operating and endowed assets.

**Vision and Strategic Planning:** The successful candidate must demonstrate the ability to articulate a compelling vision and to keep people focused during challenging times as well as to invite new partners into the mission. The next CEO will have demonstrated strong experience and ability in setting goals, strategic planning, and critical thinking. The selected finalist will model strong adherence to ethics and good governance and will demonstrate a history of updating policies and procedures as necessary for a leading-edge nonprofit.

The individual must be a strategic thinker and problem-solver without seeking or desiring to solve every challenge themselves; a healthy respect for and intentional reliance on staff and board members are required. Humility and an attitude of servant leadership will be effective traits in harnessing the efforts of others and in furthering the legacy of Chicago Foundation for Women.



*Willie's Warriors Cohort 5*

**Cultivation of Diversity, Equity, Inclusion, and Belonging:** The candidate must be experienced and comfortable working within a diverse work environment and have either lived experience with or demonstrated outreach to diverse communities. This leader will have experience in constructing policies and practices essential in developing an inclusive, anti-racist organization and culture.

**Board Relations:** A track record of successfully engaging with an active and participative governing board must be evident. This person will establish and maintain a climate of trust and transparency in all leadership and board-related matters. The successful candidate will demonstrate the ability to provide Board members with appropriate communication and recommended governance structures leading to strategic development and action for the foundation.

A bachelor's and an advanced degree from accredited four-year college or university programs are preferred. Equivalent professional experience in the fields of non-profit management, women's issues, or philanthropy may be accepted in lieu of a degree.



### CFW offers a competitive salary and benefits package.

Salary will be based on qualifications, in the \$225K - \$250K range. Compensation will include a base salary and benefits competitive with philanthropic institutions of a similar size and scope, taking into consideration the successful candidate's unique skills, accomplishments, experience, and expected immediate and long-term impact to CFW.

### How to apply

To apply, please submit a current resume and letter of introduction, as soon as possible, to Kittleman & Associates, LLC.

→ [SUBMIT YOUR APPLICATION TO KITTLEMAN ONLINE](#)  
(CLICK THE APPLY BUTTON AT THE BOTTOM OF THE PAGE)

