



April 20, 2015

Dear Colleagues,

From its inception, Thrive Chicago has operated with the belief that all children must be supported at all stages from cradle to career in order to achieve success. With this mission in mind, we have brought together nearly 700 individuals, representing almost 200 organizations who are committed to working together to improve specific outcomes along a Chicagoan's path to adulthood.

As Thrive enters our third year of work, we find ourselves at a critical juncture in the organization's development. To date, we have built a great deal of momentum and made significant accomplishments, from organizing our Change Networks to launching our pilot data toolkit and releasing our first baseline report. Now it is time to leverage this strong foundation and propel Thrive to the next level of strategic development and implementation.

With this in mind, we are officially launching a search for a **President and Chief Impact Officer (President)**. This seasoned leader will utilize extensive experience in strategic planning, fundraising, administration, advocacy, and collaborative work to launch Thrive into its next phase of development.

Hiring a President will also enable our current Director, Jen Keeling, to grow and advance in her role. Jen has done an exceptional job launching Thrive Chicago over the last year and we are thrilled that she will continue playing a leadership role. She will leverage her extensive experience with Thrive and the collective impact movement to help ensure the successful development and implementation of Thrive's core work.

With the launch of our search for a President, we are asking each of you to send the attached job description to appropriate candidates. Applications should be submitted to [info@thrivechi.org](mailto:info@thrivechi.org). We will review applications on a rolling basis, so it is to candidates' benefit to apply as soon as possible. We hope to have the President on board by July 1, 2015.

Thank you again for your dedication to Thrive and we look forward to our continued work together.

Sincerely,

A handwritten signature in black ink, appearing to read "Elizabeth Swanson".

Elizabeth Swanson  
Thrive Board Chair

A handwritten signature in black ink, appearing to read "David Hiller".

David Hiller  
Thrive Board Treasurer and Secretary



## **President and Chief Impact Officer Position Description**

### **THE ORGANIZATION**

**Vision:** Chicago is a city where all succeed in education, career and life.

**Mission:** To prepare all of Chicago for a vibrant future by aligning efforts and outcomes from cradle to career.

Thrive Chicago ([www.thrivechi.org](http://www.thrivechi.org)) is a local initiative modeled after and supported by the national StriveTogether Network, which provides a roadmap for harnessing the power of collective impact. By bringing together organizations across multiple sectors, agreeing on common outcomes of focus, and uniting efforts spanning the entire continuum from cradle to career, Thrive Chicago will result in citywide alignment that benefits all children.

Thrive is guided by its Leadership Council, a diverse group of 30+ executive leaders from the public, private, philanthropic, and non-profit sectors and supported by nine local and national philanthropic partners. After being incubated in the Mayor's Office for 18 months, the Robert R. McCormick Foundation now serves as Thrive's Fiscal sponsor and host.

### **THE POSITION**

The President and Chief Impact Officer (President) will lead the organization in building a civic initiative to dramatically improve outcomes for Chicagoans from cradle through college and career. The President is responsible for: strategy and planning, organizational management, program oversight, fundraising, and public relations/advocacy. The President reports to and is evaluated annually by the organization's Board of Directors.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

#### **Strategy and Planning**

- Champion collective impact as the framework through which Thrive will achieve its outcomes.
- Develop and lead the strategy of the organization within the broad context of the local landscape by using performance measurements to guide strategic and operational decision-making.
- Work in partnership with the Board of Directors and Leadership Council to develop on strategic planning, governance, board development and management, and fundraising.
- Oversee preparation and administration of the annual budget to achieve program objectives. Recommend annual budget for Board approval. Prudently manage organization's resources within those budget guidelines according to current laws and regulations. Provide oversight of monthly accounting procedures.
- Cultivate a strong partnership with the Board of Directors and Leadership Council in setting policies consistent with Thrive's mission. Works, as needed, with all standing and ad hoc committees of the Board and Leadership Council.

#### **Organizational Management**

- Leads and inspires, with Thrive staff, the diverse coalition of stakeholders within Thrive.

- Maintains and strengthens the foundational relationship with the City of Chicago, specifically the Mayor's Office as well as other key public institutions and systems (Chicago Public Schools, City Colleges of Chicago, Department of Family and Support Services, etc.).
- Cultivates additional relationships with public sector leaders including key stakeholders at the county, state and federal levels.
- Leads, motivates and develops staff and board so that they are passionate about Thrive and are committed to working toward continual improvement.
- Establishes and maintains an appropriate organizational structure and procedures to ensure Thrive's objectives and activities are supported including facilities, technology, finances, communications, human resources, contracting, retention of official records and documentation, and other administrative and functional needs.
- Develops and implement appropriate staffing model to effectively achieve organizational goals and objectives. Ensures the organization has diverse staff with skills appropriate to the needs of the position through human capital activities including hiring, separation of employment, ongoing staff development, performance management, compensation and benefits.
- Ascertains that employment policies are adhered to in all employment practices and partners with the Board to implement changes.

## **Program Oversight**

- Provides high level oversight and support to the development, design and delivery of program initiatives, assuring that the goals and objectives are aligned with Thrive's vision.
- Oversees and supports the administrative components of all program services, including contract negotiations, contract and grant reporting, and contracted work.
- Work with staff in the scoping and implementation of all Thrive initiatives, including community engagement and building public will, collecting and reporting data, aligning investments and strategies, and supporting system-changing networks and projects.
- Provide oversight and monitor Thrive's initiatives to ensure they are engaged in continuous improvement (as a key process within a collective impact initiative). Work with the Continuous Improvement Committee and Thrive staff to develop and implement course-corrections as needed. Ensure all Thrive activities are in compliance with federal, state, and local regulations.

## **Fundraising**

- Leads all fund development activities including, grant writing, cultivation, and stewardship of donors, and identifying and pursuing new sources of revenue.
- Builds long-term relationships with key donor segments based on mission, cultivation and stewardship, program outcomes and sound fiscal management.
- Leads the organization's financial growth in order to maintain a healthy cash flow, provide full services to Thrive's constituents, and maintain adequate reserves to support board-approved investments and risk-taking.

## **Public Relations/Advocacy**

- Develops and maintains partnerships with executive level representatives from key stakeholder groups including community-based organizations, education institutions, public and non-profit organizations, businesses, elected officials, and private funders, to develop and advance program goals and desired outcomes.



- Serves as a key spokesperson representing Thrive's goals and objectives to a wide variety of audiences and constituencies.
- Develops a strategic marketing plan that provides a clear and consistent messaging about Thrive and ensures sustained public and media relations to increase Thrive's visibility and presence in the community.

### **SUPERVISORY DUTIES**

Provide guidance and oversight to all Thrive staff to ensure team members obtain the appropriate training, tools, direction and motivation that enable their success in accordance with Thrive's values and policies. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding, disciplining, and terminating employees; addressing complaints; resolving problems.

### **REQUIRED QUALIFICATIONS**

*The requirements listed below are representative of the knowledge, skills and abilities required to satisfactorily perform the essential duties and responsibilities.*

- Demonstrated ability to provide effective leadership.
- Enthusiasm for working in a start-up atmosphere with a small team of staff.
- Must be able to critically think through and assess situations.
- Organize, set priorities and coordinate activities among many stakeholders.
- Advanced communication abilities both verbally and in writing with emphasis on excellent public speaking ability.
- Ability to succeed in a fast-paced, high pressure, and small team environments.
- Personal qualities that include integrity, commitment to Thrive's mission, commitment to a collective impact framework, respect for diversity, and the ability to inspire and motivate.
- Engage diverse communities and constituencies in supporting student success.
- Manage conflict, mediate, and maintain effective working relationships with diverse constituency groups (including parents and community partners).
- Provide oversight for volunteers as needed.
- Ability to manage multiple complex objectives and tasks concurrently and within tight deadlines.
- Ability to work as a member of a team.
- Advanced skill in strategic planning and program oversight.
- High attention to detail required.

### **EDUCATION and/or EXPERIENCE:**

- Bachelor's degree required (Master's degree preferred) in business administration, public administration, non-profit leadership or other relevant field
- Experience working in a public forum.
- Minimum of 10 years of relevant leadership and management experience, including at least 5 years of supervisory experience and/or training to motivate and develop experienced staff members to achieve their professional aspirations.
- Knowledge of processes, tools and techniques for engaging communities to solicit input and build community leadership capacity.
- Knowledge of education and social service systems and the support they provide for students and families.



- Knowledge of collective impact and the way in which it seeks to transform how systems work together to improve outcomes.
- Knowledge of both public and private revenue sources; ability to leverage and align diverse funding sources to bolster and sustain Thrive's work.
- Knowledge of Chicago and its diverse communities.
- Proven track record of developing and maintaining effective working relationships with diverse stakeholders (including business, political) and racially and economically diverse communities.
- Experience obtaining successful results through mobilization and/or advocacy.
- Proven track record of successful fundraising and community relations and a working knowledge of the local funding community, or a demonstrated ability to quickly become acquainted with current and potential financial supporters.

**Compensation and Benefits**

Salary and benefits will be competitive and commensurate with experience.

**Application Instructions**

Please submit cover letter and resume to [info@thrivechi.org](mailto:info@thrivechi.org). We will review applications on a rolling basis, so it is to your advantage to apply as soon as possible.

*Thrive Chicago believes in equal employment opportunities for all, regardless of color, religion, sex, national origin, disability or any other legally protected classification. Thrive's policy is to hire and promote the most qualified applicants and to comply with all federal, state and local equal employment opportunity laws.*