



# DuPagePads

The Solution to End Homelessness.



**President & CEO** Opportunity Guide

<https://dupagepads.org>





## About DuPagePads

In 1985, DuPage**Pads** began providing meals and shelter at its first location in Downers Grove. Today, DuPage**Pads** is so much more than an agency, being a crisis system with a mission – to end homelessness here in DuPage County. DuPage**Pads** is on a mission and already has the solution! The solution is housing, support services, and employment. Now providing Interim (overnight) Housing 365 days a year, DuPage**Pads** provides cost-effective, measurable and proven solutions. Along with case management services, DuPage**Pads** support system includes access to their innovative Career Solutions Program, helping people to transform impossible to possible. Long-term solutions through supportive housing and short medical respite/ recuperation are available for people with medical needs. Clients receive case management and life skill coaching, employment support and housing to effectively stop the cycle of homelessness.

In the 2019 fiscal year (FY19), DuPage**Pads** provided services to over 1,350 individuals (including 265 children and 137 families), served nearly 120,000 meals and helped 125 individuals find employment throughout the county. A team of nearly 50 employees and a volunteer base over 4,000-strong make this all possible. DuPage**Pads** assists families and individuals in achieving

stability as quickly as possible. Over the past five years, DuPage**Pads** has reduced the average length of stay of clients in the Interim Housing program by 37%, from 57 days to 36 days. 46% of households served by DuPage**Pads** in FY19 are now in stable housing or have a housing plan.

Over 160 congregations and volunteers from support congregations and groups help DuPage**Pads** in its mission to end homelessness. DuPage**Pads** partners with many social service agencies at the state and local levels to extend its outreach and provide for the broader needs of its clients. DuPage**Pads**' ultimate goal is to assist participants in obtaining permanent housing. Over the past five years, the agency has assisted 1,818 people in moving from a pad on the floor to a key in the door.

DuPage**Pads** is headquartered in Wheaton, DuPage County, 20 miles west of the City of Chicago. While DuPage is Illinois' second most-populated county, its reputation as a high-income location blurs the reality of significant pockets of suburban poverty. Individuals and families struggle with the high cost of living as well as transportation challenges, and affordable housing is often hard to find.



## The Opportunity: President & CEO

2020 will bring the retirement of homelessness advocate and titan Carol Simler, the long-tenured and highly effective leader of DuPage**Pads**. Ms. Simler leaves an incredible legacy of impact, service, and commitment to the mission, which the next leader will carry into the coming era of partnership with the community.

The Board strongly believes that the incoming President & CEO will chart the course for the next era of DuPage**Pads**. This new leader will be a passionate advocate, vision-oriented executive leader, and connector of resources and people to the mission of DuPage**Pads**. Building upon the agency's strong brand presence and financial stability, the President & CEO will be tasked with creating a new vision and strategy for the agency's programs and services, ushering in its next chapter of excellence in the provision of homelessness services with vigor.

This role requires a tenacious advocate and strategic creative who will seek out opportunities to form innovative and collaborative partnerships in the

for-profit, nonprofit and public sectors to solve homelessness. As the chief executive focused on stewarding resources to implement the vision, mission and strategy of DuPage**Pads**, the President & CEO will oversee organizational finances and is responsible for working with the board and senior leadership to develop the agency budget and maintain existing and grow new revenue streams.

The President & CEO provides executive leadership to all the functions of the organization, which has an annual budget of almost \$5 million, 4,000 volunteers, and nearly 50 full and part-time staff, including three VP-level leaders and direct reports in the areas of Finance and Operations, Programs, and Development. DuPage**Pads'** next leader will drive strategic efforts to recruit and educate volunteers, donors, prospective donors, and the larger community about the mission and unique impact of the agency. They will successfully oversee implementation of all programs, ensure responsible management of agency finances and enhance the public image of DuPage**Pads** and its clients.



## Performance Objectives

### VISIONARY LEADERSHIP AND STRATEGY

- Provide inspired leadership to promote and practice DuPage**Pads**' mission, vision and core values, ensuring all programs are mission-driven, in line with strategic plan goals, and support the needs of clients.
- Evaluate and optimize current organizational initiatives, anticipating community needs for human services and fostering a climate of innovation and best-practice approaches. Regularly examine the existing service delivery, ensuring longevity of programs and optimal use of human and financial resources, including partnerships with faith communities and volunteers.
- Lead and collaborate with the Board of Directors, community partners, staff, and volunteers to develop and strategically implement a vision for ending homelessness.
- Ensure the future of DuPage**Pads** is growing from solid, ongoing operations. To this end, develop and implement measurable objectives, budgets, funding strategies, and timelines.

### ADMINISTRATION, MANAGEMENT, AND FINANCIAL OVERSIGHT

- Foster a climate of excellence, high ethical standards and a cooperative spirit among staff; manage through a lens of flexibility, an openness to suggestions, and the ability to lead a collaborative workforce.
- Recruit, lead, develop, and motivate a highly effective, productive and cohesive staff with both operational talent and professional and technical expertise.
- Direct the development of annual operating and capital budgets and ensure that the organization operates within budget guidelines and achieves budget expectations, demonstrating fiscal responsibility and efficient use of resources. Regularly monitor budgets and cash flow statements, maintaining consistent reporting on the organization's financial position and outlook.
- Ensure that resources, support, tools, policies, and procedures are relevant and current as DuPage**Pads** continues to evolve in ongoing operations, assuring compliance with all local, state, federal, industry, and other required regulations.
- Direct the negotiation and administration of contracts and grants from all applicable funding sources and maintain ongoing relationships. Guarantee adherence to all mandates and that all programs remain in compliance with existing contracts.



# Performance Objectives

## FUNDRAISING MANAGEMENT

- Establish aggressive fundraising goals – both collective and individual – that challenge and motivate all participants to excel and fully engage the DuPage**Pads** board members, the Vice President of Development, and other partners.
- Provide lead generation of new revenue needed to support the mission and development of programs and services.
- Identify and cultivate major prospective donors and maintain positive relations with current and past contributors of significant gifts.
- Nurture and expand the donor base as a foundation for both greater unrestricted support and effective advocacy support.

## BOARD DEVELOPMENT AND RELATIONS

- Communicate effectively and promptly with the Board and serve as the strongest link of communication between board members, staff, volunteers, and the community at-large. Establish a relationship with the Board and Board Chair that allows for clear communication and enables the Board to feel well-informed about key agency activities.
- Assist board members in making a positive contribution to the organization in areas of vision, governance, fundraising, finance, policy and evaluation.
- Work with the Board Chair to orient board members and develop appropriate approved materials to educate board members on the various aspects of DuPage**Pads**.
- Serve as an ex-officio member of the Board and all its standing committees and assist the Board Chair in planning all meeting agendas.

## COMMUNITY PARTNERSHIPS AND RELATIONSHIP MANAGEMENT

- Monitor current and develop new partnerships that further increase access to affordable housing and ensure delivery of high quality, integrated and innovative services to those most in need.
- Maintain and cultivate a positive working relationship with individuals served; volunteers; state, regional, and national partners; funders and peer organizations in a collegial and creative manner.
- Sustain and broaden existing support from the faith communities, ensuring that support is optimized toward current and workable solutions, which may diverge from past practice(s).
- Advocate with local, state and federal legislators and government officials to generate funding, programmatic and relational support for DuPage**Pads**.
- Serve as a passionate and knowledgeable resource and thought leader for human services leaders throughout DuPage County – including the DuPage Continuum of Care – representing the agency on councils, boards, and panels as appropriate.
- Raise the profile of DuPage**Pads** through a blend of new and innovative outreach strategies that include technology, social networks, public convening and public engagement to increase support for the initiatives and needs of the clients and broader community.
- Work within the human services sector and across public, private, and nonprofit sectors to build coalitions and community partnerships.



## The Qualified Candidate

DuPage**Pads** seeks a passionate, authentic, and energetic executive leader as its next President & CEO to elevate the organization's vision and enhance its efforts to expand the impact of the mission. The role requires a dynamic relationship-builder with a demonstrated knowledge of DuPage County who can cultivate and grow critical partnerships for organizational growth, accompanied by leadership and communication skills that can inspire, support, and accelerate change across the region. Ability to create strong, meaningful relationships and build consensus and collaboration amongst a wide range of community stakeholders is required.

The ideal candidate will be enthusiastically determined to end homelessness in DuPage County and have a strong, vibrant public presence. The leader will be exceptionally knowledgeable in homeless services and a proven advocate of marginalized populations. Knowledge of complex and blended funding streams, including funding from the U.S. Department of Housing and Urban Development, is highly preferred.

### **SPECIFIC REQUIREMENTS INCLUDE:**

- Unwavering commitment to the mission of DuPage**Pads** and its core values, with a proven track record of managing the strategic, operational and financial aspects of an organization with a similar social services scope.
- A minimum of 10 years of progressive experience in leadership and management with a documented ability to develop successful teams and manage group dynamics. Significant experience hiring, mentoring and managing professional staff.
- Ability to build strong external relationships with a variety of volunteers, public leadership, partner organizations and other stakeholders.
- Demonstrated leadership successes in advocacy, policy and coalition building, particularly among diverse and disadvantaged populations.
- Track record in financial management, stewardship and developing strategies to successfully increase revenue. Firm understanding of basic nonprofit structures, operations and finance.
- Strong analytic and strategic-thinking skills with an aptitude in creating, implementing and monitoring complex plans and translating those plans into goals and concrete strategies.
- Awareness of the operations and development of and collaboration with an effective nonprofit Board of Directors.
- Familiarity with applicable licensing standards; performance regulations; state, federal, and local guidelines/ordinances; grant requirements; and organizational policies and procedures related to the work of DuPage**Pads**.
- Career track record that shows stability with an organization and capacity to develop and nurture relationships culminating in overall success.
- Ability to work well in a diverse setting with staff and clients who possess a multitude of life experiences and perspectives.
- Superior skills in written communications, public speaking, and media relations.
- Local and/or state government relations experience preferred.
- Master's Degree required. Strong preference for an MSW, MBA or other graduate degree in a related human services field.
- Clinical experience preferred.



## How To Apply

This position offers a competitive salary and benefits. All inquiries will be held in strict confidence. Relocation assistance negotiable. To assure confidential tracking of all applicants, no applications will be accepted via email.

DuPage**Pads** is an equal opportunity employer and does not discriminate on the basis of race, color, gender, religion, age, sexual orientation, national or ethnic origin, disability, marital status, veteran status, or any other occupationally irrelevant criteria.

This search is being managed by Heather Eddy, President and CEO, and Megan DeVoe, Project Manager of KEES. Questions may be addressed to [mdevoe@kees2success.com](mailto:mdevoe@kees2success.com).

**APPLY NOW**

### About KEES

KEES is a retained executive search and consulting firm that builds transformative teams and leaders. Founded in 2013 as an expansion of Alford Executive Search, KEES partners specifically with nonprofit organizations to provide an array of executive search, leadership development, interim staffing and human resources support. For more information about KEES, please visit [www.kees2success.com](http://www.kees2success.com).

