

CHICAGO HYDE PARK VILLAGE



5500 S. WOODLAWN AVE., CHICAGO IL 60637 | 773-363-1933 | WWW.CHPV.ORG | INFO@CHPV.ORG

Half-time Executive Director Job Description

Summary

The Chicago Hyde Park Village (CHPV) seeks a half-time Executive Director to coalesce our organization by building operational systems and growing institutional memory that will lead to the long-term sustainability of CHPV. We are a small grassroots organization made up of residents who are creating neighbor-to-neighbor support systems that allow people to “age in place.” A successful candidate will oversee all aspects of our organization through commitment to team spirit and the willingness to collaborate with our highly participatory board of directors and active working committees.

About CHPV

The Chicago Hyde Park Village (CHPV or The Village) is a local community-based 501(c)(3) registered nonprofit organization. Our mission is to help members remain in their homes and engaged in the community as they grow older through education, volunteerism, referrals and services. We began organizing activities in the Hyde Park area in 2011 and formally opened our doors in November 2014.

CHPV is part of a nationwide movement of grassroots efforts to create “age-friendly” communities and organizations to support “aging in place.” The movement began in 2003 in Boston and has expanded to over 200 Villages across the country, with many more in development. The Village to Village Network (<http://www.vtvnetwork.org>) is a national association of Villages.

CHPV is a local contract-holding partner of the South Side Healthy Aging Resource Experts (SHARE). The SHARE Network was created by University of Chicago Medicine Section on Geriatrics through a U.S. HRSA GWEP federal grant. CHPV benefits financially and programmatically as a SHARE partner.

Responsibilities & Duties

Administrative (35%)

- Manage office operations; Set up office systems and maintain records; Develop institutional memory through organized digital and hardcopy files.
- Collaborate closely with Treasurer to develop and oversee Village and SHARE budgets.
- Establish organization-wide workflow calendar for CHPV.

Membership & Programs (35%)

- Support the work of the Program Committee and the Member Services Committee in developing, managing and evaluating programs and services.
- Collaborate with SHARE staff to support its programming as needed.

Fundraising & Communications (20%)

- Support the Fundraising Committee activities, including events, mailings, applications, donor acknowledgement and recognition. Maintain all mailing lists.
- Work with appropriate committees on publicity and press releases.
- Assist with production and distribution of newsletter.
- Maintain supply of information folders, packets and pamphlets.
- Represent the Village in the community and beyond.

Staff & Volunteer Management (10%)

- Hire and oversee part-time and temporary staff and interns.
- Collaborate with Member Services Committee to recruit, train and manage volunteers.

Qualifications & Skills

- Clear, effective, patient and polite oral and written communication.
- Software proficiency with willingness to learn additional programs, including Club Express, Quickbooks, and Google Suite for Nonprofits. (Club Express is the platform for our website and other Village operations.)
- Ability to work independently as well as collaboratively with office team and involved board.
- Creative problem solver.
- Experience in fundraising and nonprofit work desirable.
- Bachelor's degree required, Masters preferred.
- Preferred hours: Monday-Friday: 10-2 pm.

Benefits

- 60 hours/year (after 90-day probation) for vacation, sick or personal time.
- 7 official holidays (New Year's Day, Memorial Day, 4th of July, Labor Day, Thanksgiving, the day after Thanksgiving, and Christmas).
- FICA and unemployment payments.
- SIMPLE IRA with employer-paid 1% match.
- Work schedule flexibility/comp time.

The Executive Director reports to the President of the CHPV Board and in his/her absence, to the Vice President. The President will work with the Executive Director to set priorities, especially in instances of conflicting requests from board or committee members.

Please send resume and cover letter with "Last Name_ Executive Director" in the subject line to: hr@chpv.org. If you have questions, please call: 773-363-1933.