

**Hyde Park Neighborhood Club Seeking a New Executive Director**  
**March 11, 2019**

**The Organization**

Hyde Park Neighborhood Club (HPNC), a not-for-profit organization, provides developmentally informed childcare, academic support, and enriching activities for infants to teens of diverse backgrounds so they learn, grow, and thrive. The core values that drive our programming and long-term strategy are Inclusion, Excellence, and Community:

***Inclusion:*** HPNC is committed to serving children and families who reflect the racial and socioeconomic diversity of Chicago's South Side. Through multiple types of funding and support, we bring children from all backgrounds together in meaningful ways.

***Excellence:*** We hire accomplished instructors to lead classes and activities in accordance with educational best practices and create learning spaces that are based on age-appropriate learning and developmental needs.

***Community:*** We at HPNC seek to create a supportive community among children and families from throughout the South Side enrolled in our programs. We also provide leased space to other community youth organizations and are actively engaged in the life of the surrounding neighborhood. HPNC co-sponsors neighborhood events such as the Children's Book Fair, the 57<sup>th</sup> Street Art Fair, 4<sup>th</sup> of July Parade and Celebration, and the Southside Schools Fair.

HPNC was founded in 1909 in response to the needs of local youth. Recognizing the challenges and dangers children could face in an early-twentieth-century urban neighborhood, community leaders banded together to create a safe place for young people to participate in productive and educational activities.

Over the past 110 years, HPNC has grown and evolved. Today it draws young people aged 0-18 from across the South Side and beyond. HPNC serves more than 900 racially and socioeconomically diverse youth who come to our programs from 32 schools and 49 zip codes. Add in our on-site program partners and the number rises to over 2000 young people a year. We offer them, their families, and their caregivers a broad array of options that include early childhood classes, afterschool programs, teen mentoring, full-day camps, recreational classes (basketball, tumbling, roller derby), and theater. Our current budget is just over \$1 million. Our staff of 25 consists of 7 full-time, 10 part-time, and 8 contracted enrichment instructors.

We begin HPNC's second century looking forward to further growth and evolution. While continuing as a collaborative, respected and sustainable organization, HPNC plans to expand into a hub that will provide high-quality, accessible programming to greater numbers of young people and their families in a new state-of-the-art facility.

We own our 22,000 square foot building and its site, which are the location for all of our programs as well as leased space for multiple other youth organizations. The building is aging and needs substantial redevelopment. Therefore, within the next five years we plan to extensively renovate or build a new building that will approximately double our size. This will enable us to serve more young people, include even more youth organizations in our hub, and provide a greater array of programs to better meet the needs of our community.

## **The Executive Director Position**

HPNC is seeking a driven and articulate executive director who has a passion for our mission and values. We want an executive director who can attract financial support and partners to achieve our vision for HPNC's growth phase, including serving more young people and building a state-of-the-art facility that serves our families and multiple community minded youth organization partners as well. This will include working closely with the Board of Directors to complete a successful capital campaign.

At the same time, we need an executive director who can ensure the smooth running of the organization in the areas of finance, programs, facility and operations, fundraising, community outreach, and Board relations with the support of our leadership team. For this, we are seeking a person who works well in a team and will support each member of the HPNC team to achieve goals, learn, and grow.

The Executive Director must successfully interact with individuals at all levels, always keeping in mind what is best for HPNC as a whole. Thus, we seek a person who is friendly and approachable and likes to build relationships. The key relationships are with HPNC Board members, staff, program partners, lessees, funders and donors, elected officials, and community constituencies and stakeholders.

HPNC is committed to equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment.

## **Duties and Responsibilities**

Essential duties and responsibilities include the following:

### **Overall Management:**

Establish and implement a strategic vision and plan for HPNC. Ensure the healthy functioning of operations at HPNC, including HPNC's 22,000 sq. ft. facility for the use of HPNC and its partners who also use the facilities.

### **Program:**

Oversee and provide leadership for programming according to program goals laid out in the HPNC strategic plan:

- Ensure programs are high quality through on-going self-evaluation.
- Ensure programs are fully subscribed and financially sustainable.
- Expand current programs and the number of children served as resources and space grow.

### **Fundraising:**

Attract resources, supporters, and partners essential to the success of HPNC in achieving its mission:

- Be a persuasive communicator of HPNC's vision and its funding needs.
- Forge strong on-going relationships with new supporters and funders.
- With the fundraising and marketing team, oversee all organizational fundraising activities.
- Work with the Board to complete a successful capital campaign to build a new facility at our present location.

### **Financial Oversight:**

- Review financial reports on a monthly basis to ensure accuracy and to evaluate progress toward annual budgetary goals for each program.

- Use financial information to inform management and program-related decisions.
- With assistance from the Board Treasurer and Finance Committee, establish guidelines for accounting and bookkeeping staff.
- Work with accounting staff to provide monthly, quarterly, and annual information and financial reports to HPNC Board Finance Committee, including monthly variance analysis and updates on financial status of the organization.
- Ensure the annual audit is successful and accounting improvements are implemented.

**Interface with the Board of Directors:**

- Cultivate relationships with individual Board members and the Board as a whole.
- Provide direction, support and content to the Board and for Board committees.
- Play an active role in the identification, cultivation, and development of new Board members.

**Qualifications**

**Experience**

Demonstrated success at managing an organization, attracting resources, supporters, and partners, and using financial information to inform management, operational, and program-related decisions is required.

Preferred experience:

- Working in or with nonprofit organizations
- Working with children and families
- Growing the staff, budget, and scope of programming of an organization
- Being a collaborative team leader
- Empowering staff to be successful in their jobs
- Using data to drive decisions for programming and finances
- Managing and maintaining a multi-use facility

**Traits**

- Passionate about HPNC’s mission and values
- Persuasive and genuine communicator
- Friendly
- Effective at relationship building and energizing people
- Well-organized
- Has integrity, dedication, patience, and a strong work ethic

**Education**

An undergraduate degree and social service or education background is preferred.

Compensation is commensurate with experience.

**To Apply**

To apply for the position of HPNC executive director, please submit a resume and a cover letter that addresses how you fit the priorities for the position at [hpnsearched@gmail.com](mailto:hpnsearched@gmail.com). Interested candidates should apply no later than May 1, 2019 by 5pm CST, although The HPNC Executive Director Search Committee will begin the interview process by April 1. Thank you. Questions can be directed to [hpnsearched@gmail.com](mailto:hpnsearched@gmail.com).