



## POSITION DESCRIPTION

**Title:** Interim Executive Director  
**Reports To:** IBAI Steering Committee  
**Term:** Six-month engagement (may be extended based on need)  
**Status:** Independent Contractor – 60% Role  
**Location:** Chicago, IL with access to a physical working and meeting space as needed  
**Website:** <https://www.ilblackadvocacy.org/>

### WHO WE ARE

IBAI advocates for equity, opportunity, and justice for Black Illinoisans by expanding the capacity and power of Black-community-focused organizations, building a strong statewide constituency, and advancing public policy and education. IBAI convenes a statewide network of grassroots, base-building organizations that represent communities in the Chicago Metro region, and Central and Southern Illinois. We serve as the connective tissue between Black-led movements and advocacy by building and supporting Black organizations, developing shared analyses, and organizing for collective action. IBAI fosters connections within and between Black advocacy ecosystems to deepen solidarity, organize to build power, and accelerate change across multiple systems.

The organization is powered by a strong, self-directed staff team with clearly defined programmatic areas, complemented by contracted partners who support external relations, communications, and advocacy. The Steering Committee consists of founding members and leaders in philanthropy and organizing.

### MISSION

We advocate for equity, opportunity, and justice for Black Illinoisans by expanding the capacity and power of Black community-focused organizations, constituency building, and advancing public policy and education.

### VISION

IBAI envisions an equitable and self-determined future for all Black Illinoisans.

### THEORY OF CHANGE

IBAI organizes and supports the diversity of Black voices in Illinois to develop and implement an asset-based narrative and strategy that centers the needs of the most marginalized in Illinois' Black community and enhances the advocacy ecosystem to ensure that public policies are inclusive of their interests.

### THE OPPORTUNITY

As IBAI enters a pivotal period of organizational transition, the Interim Executive Director will provide steady, strategic leadership to ensure financial and structural stability while reinforcing a healthy and thriving organizational culture. While the programmatic and external-facing work is well supported, the core thrust of this role will be to strengthen and build the organization's internal infrastructure—including technology systems, governance practices, finance and operations.

The Interim Executive Director's primary charge will be to stabilize the organization, assess and strengthen its most critical internal systems, address immediate organizational risks and opportunities, and prepare IBAI for successful permanent executive leadership.

## **ABOUT THE ROLE**

Working closely with the Steering Committee and staff, the Interim Executive Director will assess organizational needs, fortify essential internal systems, and implement improvements that support long-term sustainability. At the same time, this leader will help position IBAI for its next chapter by supporting a successful search process and a smooth transition to a permanent Executive Director (ED). The IED may be considered as a candidate for the permanent ED position but would have to apply for the position like any other candidate.

## **Organizational Development & Leadership**

- Conduct an early assessment of IBAI's organizational health, including governance, finances, staffing operations, technology, and management systems
- Identify immediate organizational risks, gaps, and priorities and develop a six-month work plan in partnership with the Steering Committee and staff.
- Establish clear supervisory decision-making, and accountability practices, and ensure accountability to established organizational priorities and goals.
- Strengthen supervision and support for team leaders and identify longer-term organizational development needs.

## **Board Governance**

- Partner with the Steering Committee to strengthen operational practices and clarify stakeholder roles.
- Support the Steering Committee in developing and advancing a plan for Board development and expansion, including recruitment, onboarding, and training as appropriate during the interim period.
- Serve as primary staff liaison and establish effective practices for communication, reporting, accountability, and strategic decision-making between staff leadership and governing body.

## **Fund Development & Resource Generation**

- Maintain continuity in existing funder and donor relationships and assess IBAI's immediate and near-term funding needs.
- Partner with staff and the Steering Committee to ensure existing grants and donor relationships are effectively managed and cultivate priority funder relationships as necessary to maintain organizational stability.
- Identify near-term fundraising opportunities that can support IBAI during the transition.
- Develop a transitional fundraising plan identifying immediate needs, opportunities, and priorities for permanent leadership.

## **Fiscal Management & Risk Oversight**

- Ensure fiscal integrity through sound financial oversight, transparent budgeting, and proactive financial planning.
- Monitor cash flow, expenditures, and receivables to maintain compliance with grant guidelines and funding requirements.
- Conduct risk assessments and develop contingency financial scenarios to safeguard the organization's stability.
- Work with the fiscal sponsor to assess and advance IBAI's readiness to transition financial and administrative oversight, including identifying outstanding needs, risks, responsibilities, and next steps.

### **People, Culture and Management**

- Lead with a commitment to collaborative practices with staff and Steering Committee aligned with the mission and theory of change of IBAI.
- Assess existing staff practices and recommend human resource and team development improvements.
- Maintain compliance with legal guidelines on nonprofit advocacy requirements and practices.
- Strengthen priority protocols, policies, and practices for an effective hybrid work environment and identify longer-term people and culture needs for permanent leadership.

### **Community Engagement & External Leadership**

- Serve as an appropriate public representative of IBAI and maintain critical relationships with funders, partners, policymakers, and community stakeholders.
- Support staff and contracted partners who lead IBAI's policy, advocacy, communications, and external engagement work.
- Ensure continuity and alignment between IBAI's internal operations and its programmatic and policy priorities.

### **Operations Oversight**

- Assess and strengthen priority data-management technology systems necessary for organizational continuity, security, and effectiveness.
- Strengthen priority operational systems and document key processes to support organizational efficiency, compliance, and transition to permanent leadership.

### **Permanent Executive Director Readiness & Transition**

- Partner with the Steering Committee to identify organizational and leadership considerations that should inform the permanent Executive Director search.
- Document key organizational systems, decisions, relationships, priorities, and outstanding issues.
- Develop a twelve-month organizational roadmap.
- Develop a transition and onboarding plan for the permanent Executive Director that includes the transfer of institutional knowledge, relationships, authority, and responsibilities.

### **CORE COMPETENCIES**

- Strong analytical capabilities with a proven ability to evaluate, integrate, and distill complex information into clear, actionable insights.
- Experience and passion for the mission, vision, values, programs, and communities we serve.
- Demonstrated ability to work as part of a team and with people who hold diverse perspectives.
- Highly developed emotional intelligence, self-reflection and demonstrated ability to use interpersonal skills and political acumen in respectful and collaborative ways.
- An appropriate sense of humor.
- Flexibility and curiosity while collaborating directly with multiple stakeholders.
- High degree of professional ethics, trustworthiness, integrity, and confidentiality.



## **QUALIFICATIONS**

- Minimum of a bachelor's degree in a field related to the position (e.g., organizational development, business, public policy, etc.)
- Minimum of five years of progressive management/leadership experience.
- Proven executive leadership in organizing, nonprofit management, board relations and community development.
- Experience working with a strong, self-directed staff and steering committees/boards in need of development and expansion.
- Ability to create new operational systems, policies and practices.
- Strong understanding of organizational development and change management.
- Financial competence, including risk assessment, fiscal scenario planning, and long-term financial forecasting.
- Proven experience in budget development and financial oversight, with ability to assess organizational fiscal health and sustainability.
- Experience in fund development and resource generation, including donor cultivation and grant acquisition.
- Collaborative problem-solver.
- Proficiency in the use of Microsoft Office and Zoom.
- Proven oral and written communication skills.
- Demonstrated experience building relationships and working directly with community partners/stakeholders/collaborators.
- Good judgment and discretion, as well as commitment to organizational reputation.
- Willingness to maintain a flexible work schedule in order to meet ongoing stakeholder needs, including availability evenings and weekends.

## **COMPENSATION**

This is a six-month contract position with compensation of \$9,500 per month. The role is a 60 percent position with hours mutually determined between the IED and Steering Committee. As an independent contractor, the Interim Executive Director will not receive employee benefits and will be responsible for all applicable taxes and reporting requirements. The IED is expected to have access to a computer and high-speed internet service. IBAI will provide access to a Zoom account. Pre-approved travel expenses will be reimbursed upon submission of receipts.

## **CONFIDENTIALITY**

IED acknowledges and agrees that confidential information is the property of IBAI. IED will use confidential information solely in connection with this engagement. IED will not directly or indirectly disclose, use or exploit any confidential information for IED's own benefit or for the benefit of any person or entity other than the IBAI, both during and after IED's engagement or as required by law. Additionally, IED will hold confidential information in trust and confidence and use all reasonable means to assure that it is not directly or indirectly disclosed to or copied by unauthorized persons or used in an unauthorized manner, both during and after IED's engagement with IBAI.

## **EQUAL OPPORTUNITY EMPLOYMENT**

Illinois Black Advocacy Initiative is an Equal Opportunity Employer. We do not discriminate based on race, gender, religion, color, national origin, sexual orientation, age, marital status, veteran status, or disability status.



## **APPLICATION PROCESS**

Applications should include:

- A cover letter describing your interest in the position, experience working in organizing, community building, and how your experience directly aligns with the position.
- A resume that includes a chronological and dated description of your experiences and education.

Chears & Associates ([www.chearsassociates.com](http://www.chearsassociates.com)) has been retained for this search led by Dr. Victor E. Chears. His office will manage communication and contact through the recruitment and search process.

## **APPLICATION NOTES**

- IBAI requests that all applicants refrain from any calls, emails and/or direct communication with the Staff and Steering Committee regarding this posting.
- Candidates selected for in-person meetings will be personally responsible for any related expenses (e.g., travel, lodging, parking, etc.) relative to participation.
- The timing for the application and review process is ongoing. The Steering Committee may select candidates for interview and contracting at its discretion. Candidates are encouraged to apply as soon as possible for consideration.

Submit the cover letter and via email to [info@chearsassociates.com](mailto:info@chearsassociates.com). Please type your name (Last, First) and Interim Executive Director – IBAI in the subject line of your email.