

**Position Opening for Full-time  
Executive Director of the Schultz Foundation for Advancing Counseling  
([www.advancingcounseling.org](http://www.advancingcounseling.org))**

**Organizational Mission:**

In order to promote excellence in counseling and support mental wellness in Illinois, the Schultz Foundation for Advancing Counseling provides financial support that encourages professional development and research and which addresses social issues within the state.

**Executive Director Function:**

The Executive Director will plan, organize, and execute the business of the Schultz Foundation for Advancing Counseling under the direction of the Board of Directors. Specific functions include fundraising, communication, and growth management. This is a non-profit organization with current assets over \$1.7 million.

**Experience and/or Skills Required:**

A bachelor's degree. Prefer 3-5 years progressively responsible fundraising experience with proven results. Experience with public relations, marketing, and publicity in a non-profit setting. Competence in computer technology, database, Excel, web development, and social media.

**Personal Characteristics Required:**

- Ethical, visionary, diplomatic, innovative, and energetic.
- Able to build collaborative ventures with diverse constituents.
- Possess the ability to foster a healthy organizational culture which encourages teamwork and collaboration.
- Able to raise the visibility of the organization through successful marketing.
- Possess excellent analytical, problem solving, and organization skills.
- Demonstrate strong leadership while encouraging creative and independent thinking.
- Possess a sensitivity to multicultural concerns and issues.
- Demonstrate excellent speaking, presenting, and writing skills.

**Description of Responsibilities:**

The Executive Director will be responsible for providing overall executive leadership and management of Schultz Foundation for Advancing Counseling's day-to-day activities. Reporting to the Board of Directors, the selected candidate will provide direction for all organizational affairs in accordance with the Schultz Foundation for Advancing Counseling's mission, vision statement, bylaws, policies and procedures, and strategic plan. The Executive Director will be expected to maintain a working knowledge of significant developments and trends in the state of Illinois and the profession of Counseling.

**1. Fundraising Responsibilities:**

The **primary responsibility** of the **position** is **fundraising**. The Executive Director is expected to develop and sustain a diverse and vigorous funding base for the Schultz Foundation for Advancing Counseling. Emphasis will be on corporate and foundation giving, and broadening the donor base and funding sources. As such the position requires some travel statewide, writing and public

speaking activities, office management and organization, networking with other professional groups, and a sound knowledge of non-profit organizational functions.

**2. Communication Responsibilities:**

- Keep the Schultz Foundation for Advancing Counseling Board of Directors fully informed on the condition of the organization and factors influencing it.
- Publicize the activities of the organization, its programs, and goals.
- Develop and maintain the Schultz Foundation for Advancing Counseling Website.
- Jointly, with the President and Secretary of the Board of Directors, conduct official correspondence of the organization.
- Maintain official records and documents; ensure compliance with federal, state, and local regulations.
- Establish sound working relationships and cooperative arrangements with related and interested groups and organizations.

**3. Fiscal Management Responsibilities:**

- Collaborate with Treasurer and the Schultz Foundation for Advancing Counseling Board of Directors in financial planning.
- Work with the Treasurer to prepare the annual Schultz Foundation for Advancing Counseling budget for the Board of Directors to review and approve.
- Establish an accountability standard for budget and grant tracking.
- Collaborate with the Treasurer regarding bookkeeping, accounting, and financial activities.

**4. Reporting Responsibilities:**

The Executive Director is responsible for all reports required by the Board of Directors and/or the funding sources.

**Salary and Benefits:** Salary commensurate with experience. Benefits included. At this time it is envisioned that the Executive Director will work from a home office.

**Please submit the following materials:**

- Resume
- Three personal references
- Three professional references from previous work
- One brief (1-4 pages) sample of your writing (an article, grant application, etc.)

**Materials must be submitted in both hard copy and electronically.**

**Mail the hard copy to LaCleta Hall, 2113 Stockton Drive, Springfield, IL 62703.**

**Submit the electronic copy to [melanie.rawlins@gmail.com](mailto:melanie.rawlins@gmail.com).**

**Submit applications July 6 to August 3, 2018.**

**Anticipated start date: September 17, 2018**