

Executive Director

Highland Park Community Foundation | Highland Park, IL

Senior Leadership | Full-Time | Local to Highland Park or Highwood | Hybrid (in-office and remote)

Salary & Compensation: Specific information will be shared with candidates as part of the hiring process

To apply or inquire, contact: search@hpcf.org and attach cover letter and resume

About the Organization

Highland Park Community Foundation (HPCF) has been strengthening Highland Park and Highwood since 1992. As a community foundation, HPCF connects donors with causes that matter, supports local nonprofits through strategic grantmaking, and brings the community together through signature events and programming. With more than \$1 million in annual grant allocations and a strong culture of relationship-driven philanthropy, HPCF plays a vital role in the fabric of the North Shore community.

About the Role

At a pivotal moment in the Foundation's history, HPCF is seeking a strategic, community-rooted Executive Director to lead the organization through an exciting period of leadership transition and growth. Reporting to the Board of Directors, this senior leadership role works with the Board to advance the Foundation's vision and strategic priorities, serves as the primary public face of HPCF, and sustains strong civic and community partnerships across Highland Park and Highwood. The Executive Director oversees grantmaking, strengthens board governance, leads major donor cultivation alongside the Director of Development & Communications, and partners with the Treasurer and Executive Committee to ensure the organization's long-term financial health. This role also serves as HPCF's primary representative to government partners and other key stakeholders.

Responsibilities

Organizational Leadership

- Lead organizational strategy, vision, and long-term planning
 - Implement strategic priorities
 - Serve as the primary representative and public face of the Foundation
 - Build and maintain strategic community, civic, government, and mission-aligned partnerships
 - Ensure organizational compliance with legal, financial, and governance requirements, and maintain annual certifications and national standards accreditation
 - Supervise and support staff performance, accountability, and professional development
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Fundraising & Development

- Co-develop organizational fundraising strategy in partnership with the Director of Development and Communications
- Lead cultivation and stewardship of major donors and HPCF Corporate and Foundation Champions
- Support donor engagement and relationship-building efforts across fundraising initiatives and appeals which includes the Foundation's annual event Gather for Good

Communications

- Co-develop organizational fundraising strategy in partnership with the Director of Development and Communications
- Lead cultivation and stewardship of major donors, corporate partners, and community champions
- Support donor engagement and relationship-building efforts across fundraising initiatives

Board Engagement

- Build and maintain strong relationships with all members of HPCF's boards
- Oversee operation of HPCF's boards, governance procedures, and Governing Board handbook maintenance
- Support committee chairs in executing committee responsibilities and organizational priorities

Financial & Operational Oversight

- Manage and execute financial reporting, audits, and grant compliance requirements
- Partner with the Treasurer and Executive Committee on annual budget development and financial planning
- Provide oversight of organizational operations, including bookkeeping, accounting, IT systems, cloud storage, and data management
- Ensure organizational systems, documentation, and operational procedures are maintained effectively

Grantmaking & Partnerships

- Lead the Foundation's grant strategy and allocation process
- Work alongside the Grants Committee to execute the annual grants program, from application posting and review through decision-making, tracking, and reporting
- Develop and maintain relationships with grantees, community partners, and aligned organizations
- Serve as HPCF's representative to government partners and other key external stakeholders

Requirements

- Bachelor's degree required; advanced degree in nonprofit management, public administration, business, or a related field preferred
- Familiarity and deep connection with the Highland Park-Highwood community
- Minimum of 7-10 years of leadership experience in the nonprofit, philanthropic, public, or community sectors, with at least 3-5 years in a senior management role
- Demonstrated success in fundraising and donor relationship management, including major gift cultivation, stewardship, and community engagement
- Experience working closely with a Board of Directors, including supporting governance, committee management, strategic planning, and board development
- Strong financial acumen with experience overseeing organizational budgets, financial reporting, audits, and nonprofit compliance
- Experience leading organizational strategy and implementing long-term organizational goals
- Knowledge of grantmaking, philanthropic best practices, and nonprofit governance preferred
- Experience supervising, mentoring, and developing high-performing staff while promoting a positive and accountable organizational culture
- Exceptional interpersonal, communication, and public speaking skills with the ability to represent the organization confidently among donors, civic leaders, elected officials, nonprofit partners, and the broader community
- Strong organizational, project management, and problem-solving skills with the ability to manage multiple priorities effectively
- Experience with donor management software (LGL preferred) and financial systems; proficiency with Microsoft Office
- Commitment to Highland Park Community Foundation's mission and a passion for strengthening the Highland Park-Highwood community
- Ability to work a flexible schedule, including evenings and weekends for board meetings, community events, and donor engagement

Preferred Characteristics

- A visible and trusted community leader who builds authentic relationships
- A strategic thinker who balances long-term vision with day-to-day execution
- An approachable and collaborative leader who empowers both professional staff and volunteer leaders
- A confident communicator who is comfortable serving as the public face of the Foundation and engaging with diverse audiences
- A mission-driven, entrepreneurial leader excited to guide the Foundation through its next chapter of growth