

Position Announcement  
**Executive Director**  
**Belle Center of Chicago**

The Belle Center of Chicago supports the interests of children with disabilities and their families. It promotes the rights and expectations of all children to be fully included in the community and provides progressive, family-centered, inclusive education and community life services to children with disabilities and their families. Founded in 1984 in St. Louis, the organization brought its model of direct service and family support to the Chicago area in 1998.

The Center is now an Illinois not-for-profit organization. Its educators and speech-language, occupational and physical therapists travel to the places that make up a child's typical day, including schools, day camps, homes, and day care centers to provide services to children in their natural environments. It also provides supportive services to complement these therapies, including parent support, participation in educational planning meetings, sibling support groups, socialization groups, and inclusion, child development, and disability workshops. The Center currently serves approximately 60 students, their families, and their classroom teachers. It has a budget of \$580,000 and a staff of six, and is expected to grow over the next five years.

The Center is seeking an executive director. Key responsibilities include building a strong foundation for future growth, maintaining and supporting the current high quality of services, maintaining vital relationships with the program's many constituencies, and increasing and diversifying the existing funding base. The executive director reports to the board of directors, supervises the program director, and manages administrative functions.

**Responsibilities**

- With the board of directors, think strategically about program definition, development, and growth. Provide staff support and leadership for the board, including for its work to implement the planned board expansion.
- Strengthen and expand relations and partnerships with allied organizations, families, schools, elected officials, funders, and the media, as well as board and parent involvement in external relations work, with the goal of enhancing advocacy, program, and fundraising opportunities. To this end, develop a communications strategy, manage marketing and communications work, and serve as the Center's chief spokesperson.
- Build on the existing fundraising plan to increase operating and scholarship support from individual, corporate, foundation, and government sources. Propose to the board ways to maximize predictable program revenue.
- Assure the Center's continuing program excellence; supervise and support the Center's program director.
- Manage all administrative functions, including the part-time bookkeeper and administrative assistant.

**Qualifications**

- B.A. degree; a minimum of 7 to 10 years' diverse and successful experience in not-for-profit management, board and external relations, organizational development, and fundraising; experience with programs for children and families preferred; knowledge of the disability arena would be a plus;
- Demonstrated leadership ability; superb communication and interpersonal skills;
- Demonstrated ability to lead strategic conversations and develop and implement resulting strategies and plans;
- Demonstrated administrative and financial management ability, including budgeting and financial reporting skills.

**Personal Qualities**

The successful candidate will be a collaborative and supportive leader who will enjoy having a wide variety of responsibilities in a small organization and be equally interested in working internally and connecting with the external community. He or she will be well organized, able to develop trusting relationships with parents, and have a strong interest in promoting the interests of children with disabilities and their families.

**The Belle Center of Chicago is an equal opportunity employer.**

*Further information about the Belle Center of Chicago is available at [www.bellecenter-chicago.org](http://www.bellecenter-chicago.org).*

*Selection will be made by June, 2008.*

Those interested in this position should send a cover letter and résumé by e-mail to:

**[belle@himmelfarbgroup.com](mailto:belle@himmelfarbgroup.com), to the attention of Susan Himmelfarb.**

**The Himmelfarb Group     [www.himmelfarbgroup.com](http://www.himmelfarbgroup.com)**