



## Executive Director Opportunity Guide

[www.dupagefederation.org](http://www.dupagefederation.org)

# About DuPage Federation on Human Services Reform



The DuPage Federation on Human Services Reform (DuPage Federation) was founded in 1995 through a state initiative aimed at fostering innovative public-private partnerships and enhancing collaboration among government and community organizations. Today's DuPage Federation has evolved into a trusted catalyst building stronger, more equitable human service systems across northeastern Illinois, as well as a critical planning and change management organization. Headquartered in Lombard, Illinois, DuPage Federation is a 501(c)(3) nonprofit serving DuPage County and the greater Chicagoland region.

At its core, DuPage Federation's mission is to generate cross-sector solutions that leverage the expertise, data, and commitment of a broad network of human service providers, funders, civic leaders, advocates, health partners, schools, and courts. Acting as a convener, analyst, and invested stakeholder, the Federation helps communities marshal their resources and resourcefulness to address complex and evolving health and human service needs. Its vision is a human services system that is highly responsive, informed, and effective in meeting the needs of all residents. DuPage Federation applies its efforts to ensure that tens of thousands of residents, particularly immigrants with limited English proficiency and low-income and/or uninsured families, have the tools and supports to access essential services.

The Federation further advances its 30-year mission through a portfolio of capacity-building, training, and planning initiatives that strengthen frontline service delivery. LARC has become a cornerstone program, providing almost 10,000 hours of interpretation and translation services in FY24, a record-breaking 40% increase over the prior year. Experiencing comparable growth, the Public Benefits Access program trained 3,356 human service workers to assist low-income families in accessing vital resources like SNAP, TANF, and Medicaid. During Executive Director David Roth's six years of leadership, the Federation has expanded partnerships, launched new language access and community engagement initiatives, and strengthened its role as a vital convener and thought leader.

Looking ahead, the DuPage Federation remains committed to advancing and driving systemic and sustainable change across the region. Its leadership in initiatives like the Health Equity and Access Response Team (HEART) and the ForEveryoneHome Project highlights its ability to anticipate and respond to emerging challenges, always centering collaboration, equity, and capacity-building. The Federation is a critical and trusted ally in efforts to strengthen the human services ecosystem while laying the groundwork for a more just and resilient future.



# The Opportunity: Executive Director

The Executive Director of the DuPage Federation on Human Services Reform serves as the organization's lead executive, guiding the team and reporting to the Board in all strategic and operational matters, including strategic planning, coalition-building, and community-focused services to members and partners. As a vital convening partner, the Executive Director crafts policy and service strategies, oversees operations, and advocates for integrated, equitable human services across the region, with a special focus on DuPage County.

Current Executive Director, [David Roth](#) was hired in 2018, and will be retiring in Fall 2025. His exemplary leadership has been described as “just what was needed” succeeding the founding executive director's celebrated twenty years of establishment and growth. Facing the unprecedented challenges of a pandemic and the turbulence that has followed, David has been touted as a trusted and steady leader who is “the glue” in an environment of perma-crisis and increased polarization. David's successor will be welcomed by a board, a council of leaders, and the broader health and human services community eager to support and ensure their shared community's success with investments of time and partnership.

As a 501(c)(3) charitable organization, the DuPage Federation operates with an approved FY26 budget of just over \$1.8 million, with approximately two-thirds of revenue generated through socially entrepreneurial program services. The organization has a team of eleven, including three direct reports, all of whom work closely with the community, serving as key resources for delivering programs and services.

The Board has thoughtfully planned for this leadership transition and is committed to partnering with the new Executive Director to focus on revenue growth and long-term sustainability. To support this transition, the Federation will intentionally draw on reserves of over \$800,000, ensuring stability as the new leader steps into the role.



# Performance Objectives

## Strategic Vision and Leadership

- Anchor the organization, providing steady, inclusive, and dynamic leadership that inspires trust, fosters collaboration, and unites diverse stakeholders around shared solutions.
- Initiate and guide the next Strategic Planning process, in cooperation with the Board and other key stakeholders, to assure that clarity and an inspirational vision guide the future of DuPage Federation.
- Convene and facilitate inclusive discussions that move from dialogue to actionable solutions, balancing diplomacy with the ability to drive consensus across complex and diverse groups.
- Maintain deep awareness of local, state, and federal policy trends that affect human services, using this knowledge to inform strategy and ensure the Federation remains a trusted thought leader.
- Leverage data and macro-level research to provide actionable insights and resources for community partners, positioning the Federation as a key source of county-wide analysis and trends.
- Demonstrate humility, curiosity, and cultural competence, engaging with diverse communities and ensuring underrepresented voices are integrated into the Federation's work.
- Maintain a calm, empathetic, and approachable demeanor, even in high-stakes or emotionally charged situations, while providing clear direction and decision-making.

## Revenue Growth and Sustainability

- Develop and implement a comprehensive funding strategy that ensures long-term financial sustainability, diversifying revenue beyond LARC through a diversified funding portfolio and new revenue streams, as well as bolstering existing revenue.
- Ensure LARC remains relevant and utilized in the environment of competition and technological changes.
- Strengthen the Federation's case for support and visibility through improved marketing, communications, and storytelling about the organization's impact.
- Design mission-aligned convenings or events (e.g., panel discussions, white paper releases) that elevate the Federation's expertise, engage funders, and generate revenue.
- Pursue innovative funding partnerships, including opportunities to secure and redistribute funds to member organizations, supporting their capacity and engagement.
- Build and maintain strong relationships with funders, donors, and partner organizations to ensure ongoing and expanded investment.
- Maintain consistent reporting on the organization's financial position and outlook and ensure fiscal responsibility.





# Performance Objectives

## Board and Community Engagement

- Act as the Federation's primary spokesperson and relationship-builder, representing the organization with authenticity, warmth, and integrity.
- Ensure that diversity, equity, inclusion, and belonging (DEIB) remain core values of the organization, continuing the Federation's intentional efforts to broaden representation on staff, council, and board.
- Partner with the Board to define strategic priorities, clarify the Federation's unique and differentiated value within the rich ecosystem of DuPage coalitions, and strengthen governance practices.
- Establish and maintain strong relationships with council leaders, nonprofit executives, local governments, and community stakeholders, ensuring the Federation remains a trusted convener.
- Actively engage and expand community networks, being visible and present at key meetings and events to build trust and credibility.

## Organizational Management and Culture

- Foster a supportive, inclusive, and accountable organizational culture that empowers staff, builds morale, and ensures clarity around roles, expectations, and goals.
- Lead a lean team with effective delegation, coaching, and performance management, ensuring the right balance between autonomy and accountability.
- Maintain and improve operational infrastructure, including hybrid and remote work tools, data systems, and collaborative practices that enhance efficiency. Explore tools that will support Federation operations more effectively and efficiently.
- Champion continuous improvement and capacity building to ensure the Federation can meet evolving community needs.
- Model a leadership style that blends approachability, empathy, and integrity, building trust with staff and stakeholders alike.



# The Qualified Candidate

The next Executive Director will be a dynamic and grounded leader—someone who brings a calm, steady presence while inspiring those around them. A natural connector and communicator, this individual will possess the ability to bring people together around a shared vision, translating ideas into action with both clarity and conviction. DuPage Federation seeks its next leader who can build trust, foster collaboration across diverse stakeholders, and move the mission forward with both heart and strategy. This leader will not only influence, but activate and unite, mobilizing staff, partners, funders, and the broader community to embrace what's possible and take meaningful steps toward shared solutions for the benefit of the entire community of DuPage County and all its residents.



## Specific Requirements Include:

- A minimum of 8 years of progressive experience in leadership and management, with documented ability to manage staff and lead teams.
- Track record in developing strategies to successfully increase revenue, financial management, and stewardship.
- Strong analytic and strategic-thinking skills, with a demonstrated ability to create, implement, and monitor complex plans and then translate those plans into goals and concrete strategies.
- Proven ability to build strong external relationships with a variety of volunteers, public leadership, partner organizations, and other stakeholders.
- Success in building strong and productive work teams with a focus on mentoring and nurturing staff development. Understanding that a full team effort is needed on certain organizational aspects, while remaining focused on their distinct functions, everyone is actively involved when needed.
- Career track record that shows stability with an organization and capacity to develop and nurture relationships, culminating in overall success.
- Knowledge of DuPage County and the diverse aspects of the community would be helpful, but is not required. Candidates who are deeply engaged in their local communities are encouraged to apply.
- Bachelor's degree in a related field required; advanced degree and/or credentialing highly preferred.

Don't check off every box in the requirements listed above? Please consider applying anyway! Studies have shown that underrepresented communities - such as women, people of color, LGBTQ, people with disabilities, and immigrants - are less likely to apply to jobs unless they meet every single qualification. DuPage Federation on Human Services Reform is dedicated to building an inclusive, diverse, equitable, and accessible workplace that fosters a sense of belonging – so if you're excited about this role but your experience doesn't align perfectly with every qualification in the job description, we encourage you to still consider applying.

# How To Apply

This position offers a competitive salary with strong benefits and is expected to hire at + / - \$125,000.

DuPage Federation is committed to providing equal employment opportunities in all aspects of employment. We select, hire, train, promote, compensate, and manage employees based on qualifications, merit, and organizational needs.

We do not discriminate or tolerate harassment based on an individual's actual or perceived race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, or any other characteristic protected under applicable federal, state, or local law.

DuPage Federation also maintains a work environment free from discrimination, harassment, and intimidation, and complies with the letter and spirit of all equal employment opportunity laws.

**APPLY NOW**

To ensure confidential tracking of all applicants, no applications will be accepted via email. ALL INQUIRIES WILL BE HELD IN STRICT CONFIDENCE.

All candidate-submitted materials and credentials will be reviewed for consistency and accuracy. Candidates can expect that KEES will verify employment/academic/ background information both in the screening process and for the finalist(s) in a formal background check. Applications that include a specific Cover Letter are considered more favorable. KEES utilizes a 4-step screening process, the first of which is the formal Candidate Application. Applications are reviewed by the KEES team and advanced through various stages of inquiry and confirmation. Applications with specific cover letters will be given priority consideration, on a rolling basis, by September 12. All applicants will be notified of the outcome of the search. Based on the timing of your specific application, you are welcome to reach out for information on the timeline.

This search is being managed by Heather Eddy, President and CEO of KEES, and Senior Project Manager, Randi Blasutti. Questions may be addressed to [rblasutti@kees2success.com](mailto:rblasutti@kees2success.com).

## About KEES

KEES (formerly Alford Executive Search) is a woman-owned nonprofit executive search firm dedicated to creating diverse teams with dynamic leadership in the nonprofit and public sectors. We offer a comprehensive range of services, including executive search, leadership development, compensation analysis, interim staffing, and HR support.

Launched in 2013, based on decades of prior work by the Founders, KEES is a leader and noted pioneer in DEIB-focused executive search and culture building. KEES is noted for bringing dynamic and under-radar candidates to the table, regularly placing industry veterans and first-time leaders alike. With significant work in DuPage County, and team members residing in the county, KEES is recognized for its regional roots and national reach. Recognized for two years in a row on the Hunt Scanlon Nonprofit Top 65, KEES leaders are sought-after experts in search, leadership development, and often first-time roles. To learn more, visit us at [KEES](https://www.kees2success.com).