

**Zacharias Sexual Abuse Center (ZCenter)  
Executive Director**

***ZCenter in Illinois seeks an inspiring, relatable leader with exceptional fundraising skills to strategically advance the vision of creating a community free from sexual violence.***

As one of the leading agencies intently focused on preventing and intervening in sexual violence, [ZCenter](#) exists to mobilize the community toward ending systemic sexual violence while amplifying the voice of survivors through trauma informed care, advocacy and prevention education. It is committed to the heavy lifting necessary to change the troubling reality that one in three individuals are victims of sexual violence. ZCenter accomplishes this through:

- Emergency crisis counseling and supportive services to help clients on their healing journey: High quality, comprehensive client-centered services are provided to survivors of sexual violence in partnership with the survivor in the spirit of equality, free from judgment or oppressions. ZCenter believes victims know what is in their own best interest but often need help in understanding their options and the risks associated with their choices. Through a suite of programs, ZCenter helps victims learn what services are available, how to access them, and helps them to advocate on their own behalf.
- Age-appropriate school-based educational and empowering prevention programs for students pre-K through college, parents and school personnel. In 2020, more than 7600 students received prevention education.
- Zacharias Education Network (ZEN) educates and mobilizes diverse professionals around the topics of sexual violence prevention, crisis intervention and healing, and facilitates professional development, discussion, collaboration and problem solving to increase the competency and capacity of professional and community sectors.
- Community awareness programs to educate those about the reality of sexual violence and how we can all be part of the solution. ZCenter is an active presence in the community and speaks up in support of and in partnership with all survivors of sexual violence.

In 2021, ZCenter served more than 550 individuals at their locations in Skokie and Gurnee, Illinois, and responded to nearly 500 hotline calls. The operating budget for FYE22 is \$1.7M and includes revenue generated from government contracts (30%), individual donors (25%), events (21%), and foundation grants (20%). ZCenter has a dedicated and talented staff of 20 full-time and 1 part-time employees as well as a fully engaged 16-member board of directors.

The agency is proud of its innovative and advocacy-focused culture which extends both internally and externally. The ED will be joining a social justice-minded team that truly loves what they do and cares about each other; an environment that is committed to collaboration and transparency; and a can-do/will-do attitude, particularly as it relates to the ZCenter's clients.

**ABOUT THE POSITION**

The Executive Director will be a strategic, visionary leader responsible for the overall operations, finances and direction of the organization. The ED will have a growth and organizational development sensibility and sets the priorities to translate priorities into program and fundraising activities. The ED promotes a culture of inclusion, belonging, collaboration, innovation and will lead the team courageously by example. The ED will inspire leadership and embrace community activism and the intersectionality of social justice and anti-violence work, and who will engage candidly, understand the context and challenge the status quo.

Using the FY21-25 strategic plan as a foundation, the ED will prioritize the deployment of financial, social and political capital to meet survivors where they are, ensure robust education and training to the community, and advocate for a safe and more just society. Success will be measured by ZCenter’s financial sustainability and continued high quality service to meet the changing needs of the community, including various means to access services. To that end, increased and sustained funding from public agencies, foundations, corporations and individuals is critical. The Executive Director will be a highly visible and credible member of the community, a fearless and energetic fundraiser and a tireless advocate for victims of sexual violence.

## **RESPONSIBILITIES**

### **LEADERSHIP AND VISION**

- Thoroughly understand ZCenter – its history and culture; governance structure, staff, board, facilities, finances, programs, services and advocacy; outreach, community network, political landscape and constituencies in order to effectively represent the organization as a spokesperson and fundraiser
- Collaborate with staff and the board to prioritize objectives in the strategic plan in order to create an effective, sustainable business model, mission-aligned intervention and prevention opportunities; develop annual plans and metrics to measure progress toward goals.;
- Foster a success-oriented, entrepreneurial, collaborative environment that embraces open dialogue and experimentation; continue to strengthen ZCenter’s culture to maximize staff retention, satisfaction, and healthy work culture;
- Understand the issues surrounding sexual violence and maintain working knowledge of significant trends and developments; ensure ZCenter is on the cutting edge of service delivery and community building.

### **MANAGEMENT, ADMINISTRATION AND FINANCE**

- Provide overall direction to ensure that day-to-day operations and services are professionally and efficiently organized and administered; that the organization adheres to a sustainable financial plan based on an annual budget and financial performance positively tracks budget and operating plans; develop long and short-term financial plans; prepare financial and operating reports for the board; and continue an environment of transparency and accountability surrounding the organization’s financial position.
- Ensure proper administration of agency contracts, compliance with relevant employment laws and all other legal requirements; ensure there is a relationship between programmatic objectives and available resources.
- Create/maintain a working environment that attracts, retains, and motivates a diverse, high-quality staff; foster and sustain a culture of employee empowerment, accountability, cooperation, trust, mutual support, integrity and open communication.

### **FUND DEVELOPMENT**

- Work with staff and board to devise and realize fundraising plans to ensure a sustainable funding base for the organization; set goals, strategies and targets for donor and funding segments with particular attention paid to growing individual and unrestricted support; communicate goals, strategies and progress to the board and staff.
- Personally drive donor cultivation, stewardship and direct solicitations; seek to broaden fundraising activities in sophistication and scope; create regular initiatives to target diverse sources of revenue and funding; identify special donor cultivation opportunities.

- Ensure strong donor stewardship and cultivation at all levels.
- Develop board members' skill and strength in fundraising.

#### COMMUNITY RELATIONS / ADVOCACY

- Expand community support and serve as an advocate and effective spokesperson on issues related to sexual violence, communicating the organization's vision in a manner that inspires current and potential donors, partners, supporters and the media.
- Establish and maintain strong relationships with local and state government, businesses, nonprofits, and administrators in public and private agencies in related fields, such as criminal justice, healthcare, housing and education.
- Through public speaking and community outreach, represent the goals and objectives of the organization before public bodies, boards, funding sources, and community organizations; advance ZCenter as a role model for collaborations that meet the immediate and ongoing needs of survivors.

#### SERVICES

- Ensure the delivery of high quality, survivor-centered programs and services in intervention and prevention; assist in developing and implementing measurable goals to drive agency performance.
- Continue to foster a strong service orientation that is innovative, compassionate and professional; work with the Director of Services to research increasing or unmet needs and gaps in service.
- Convene relevant meetings that cross organizational boundaries, and include partners, funders, and community leaders; develop projects and services in collaboration with other organizations and funders.

#### BOARD RELATIONS

- Keep the Board Chair and Executive Committee members informed of ZCenter's operations and any critical matters; provide timely and concise financial and fundraising assessments.
- In partnership with the Board Chair, coordinate efforts of various board committees and task forces; develop board meeting agendas, schedules, retreats and other activities; ensure that all committees achieve objectives; develop and recommend policies and procedures as requested by the board of directors; implement approved board policies, program goals and objectives.
- Act as liaison between the board and community organizations, public bodies, funding sources and other entities; encourage board members' involvement in ZCenter's range of activities including fundraising.
- Assist the board in identifying and recruiting new members whose talents, backgrounds, commitment, and fundraising abilities are aligned with ZCenter's needs and mission; ensure board members are well-oriented and engaged.

### **EXPERIENCE AND QUALIFICATIONS**

The Executive Director will be a mission-driven leader to grow and enhance the work, resources and profile of ZCenter. Additionally:

- Minimum of five years' senior-level management experience from the non-profit, public or private sector in an organization of a similarly sized or larger budget, staff and scale; a

proven leader with the ability to manage up and down, including experience working with boards of directors.

- A track record in attracting financial support from individuals, foundations, businesses, and/or government sources; demonstrated success with personally raising funds from individuals.
- Excellence in organizational management with the ability to coach staff, manage and develop high-performance teams; set and achieve strategic objectives; manage budgets; and prioritize, balance, and meet multiple deadlines and projects.
- A demonstrated ability to work effectively with stakeholders, advocates and professionals with different backgrounds and from various communities; familiarity with Lake County-based agencies, networks and government is desirable.
- Working knowledge of the dynamics of violence and service delivery systems is desirable; familiarity with other social justice issues related to understanding DV will be considered.
- Demonstrated understanding of DEI, systemic racism, and the strategies needed to disrupt and influence.
- Outstanding oral and written communication skills, and a history of public advocacy including excellent public speaking skills for formal and extemporaneous presentations;
- Bachelor's degree required. Master's in a related field preferred. Bilingual Spanish/English is an advantage.

## **PERSONAL AND PROFESSIONAL CHARACTERISTICS**

The successful candidate should be:

- A mission-driven individual to mobilize the community toward ending systemic sexual violence while amplifying the voice of survivors through trauma informed care, advocacy and prevention education.
- Able to face adversity, take unpopular stands or engage in tough debates when necessary, but also knows when to move on.
- An individual with outstanding human qualities; one who is straight-forward, shares information easily, listens as well as gives advice, and respects the abilities of others; someone who imparts trust and integrity, and guides others in a similar fashion.
- Results-oriented, adept at planning, prioritizing, organizing and following through; a team player, who values and models working collaboratively but without micromanaging.
- A strong work ethic; a willingness to work hands-on in developing and executing a variety of activities ranging from internal day-to-day operations, to those that are external, highly impactful and visible.
- A dedicated individual who has the ability to maintain balance and perspective.

Salary range of \$125,000-\$160,000, with the potential for higher.

For further information, please contact:

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