

JANUARY
20
22



Western Illinois Regional Council and Community Action Agency

EXECUTIVE DIRECTOR SEARCH

NEEDS ASSESSMENT AND JOB DESCRIPTION

wirpc.org

THE
PACE
GROUP

THREE

Organization Profile

SIX

Needs Assessment

EIGHT

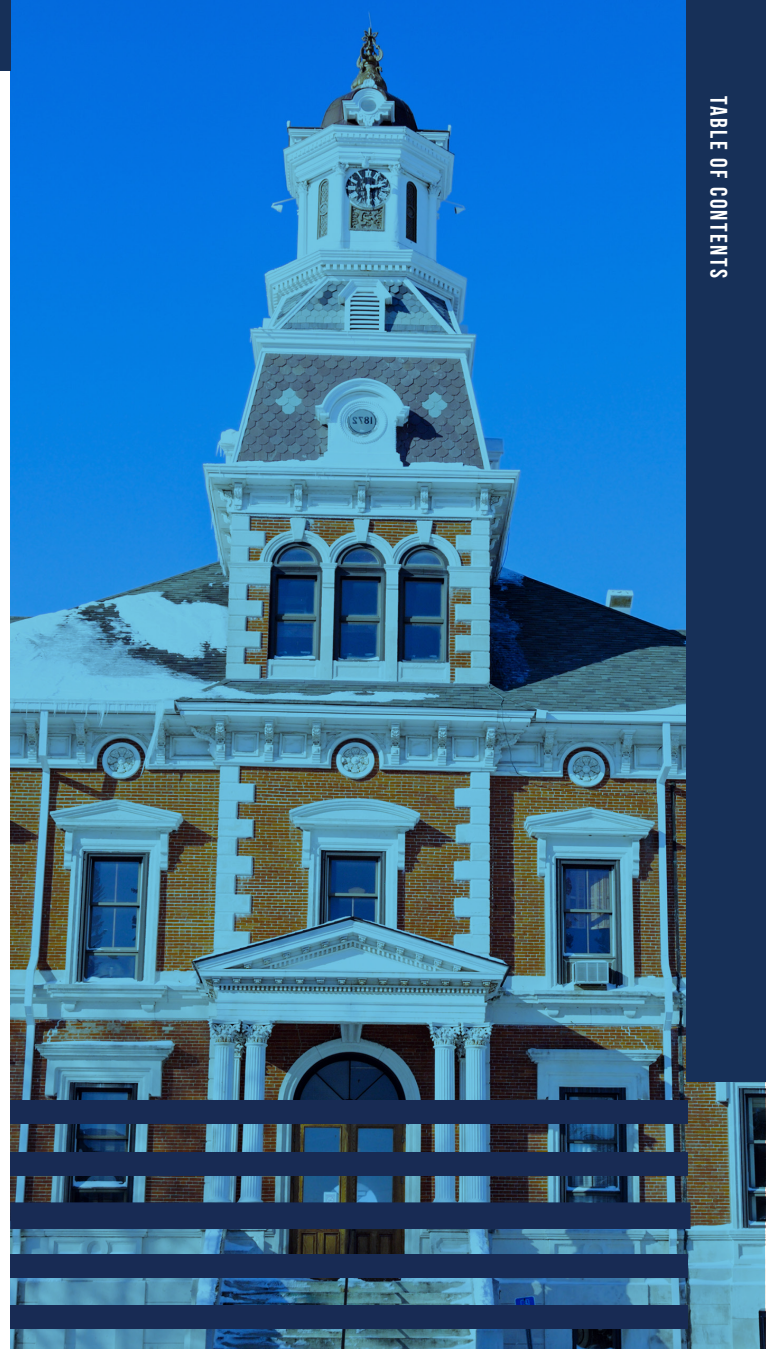
Job Description

TEN

Keys To Success

ELEVEN

Contact Information



FACT

WIRC/CAA maintains services in six of western Illinois' counties: Fulton, Hancock, Henderson, Knox, McDonough, and Warren.

WHO WE ARE

Western Illinois Regional Council

Western Illinois Regional Council (WIRC) provides technical assistance to local governments and elected officials facing complex community and economic development issues in the counties of and communities within Fulton, Hancock, Henderson, Knox, McDonough, and Warren.

WIRC-Community Action Agency (WIRC-CAA) offers social service programs to income eligible residents in Hancock, Henderson, McDonough, Knox, and Warren counties in Illinois.

In addition, WIRC-CAA provides crisis counseling and advocacy to survivors of domestic violence, sexual assault, and/or stalking through its Victim Services department. Victim Services is at a non-disclosed location to protect the safety and confidentiality of survivors and counselors.

Community Development

Acting on behalf of member local units of governments, WIRC ensures that funding opportunities for infrastructure improvements are made known to local representatives. WIRC also assists in development and amendment of comprehensive plans for our member governments. These services, along with full-cycle grant administration, provide WIRC members a competitive edge in navigating the process of infrastructure improvement and forward planning.

Membership

Membership in WIRC is voluntary and open to all units of local government within the western Illinois region. Membership may also be available to entities outside the six county WIRC service region.

Grant Writing & Administration

Community Development staff assist local governments in carrying out public improvement projects utilizing State and Federal funds. Through a needs assessment approach with local representatives, staff identifies funding sources, prepares and submits grant/loan applications, and administers grant/loan awards. Public Infrastructure grants are available to communities through the Community Development Block Grant Program. Public Infrastructure grants may be used for the rehabilitation and construction of community drinking water, sanitary sewer, and storm water collections systems.

Local Technical Assistance

Community Development staff assist local governments in development and amendment of comprehensive plans that are designed to address existing and future needs, enhance community identity, and provide the framework for economic opportunity. Other types of assistance include community mapping, Geographic Information Systems (GIS), land use and zoning, community surveys, and feasibility and rate studies.

Economic Development District

In April 2001, WIRC was officially designated as an Economic Development District (EDD) by the United States Department of Commerce, Economic Development Administration for the six western Illinois counties of Fulton, Hancock, Henderson, Knox, McDonough and Warren. A major component of being an EDD is the preparation of a Comprehensive Economic Development Strategy (CEDS). The purpose of the CEDS and the WIRC's EDD is to help create jobs, foster more stable and diversified local economies, and to ultimately improve the overall living conditions of the region's population through community and economic development.

Tri-County Resource & Waste Management Program

The WIRC is the first to lead the region in solid waste management through the administration of the Tri-County Resource & Waste Management Council (TCR&WMC). The TCR&WMC represents and meets the solid waste management needs of incorporated and unincorporated communities in McDonough, Mercer, and Warren counties. The Council continues to establish new recycling programs, expand existing programs, and provide leadership through the effort of its Solid Waste Coordinator.

WHO WE ARE

Community Action Agency

“Turning Human Problems into Human Solutions”

From emergency services to housing needs to educational opportunities, the WIRC-CAA provides efficient and diverse human services to help individuals and families help themselves. WIRC-CAA is a 501(c)(3) organization and welcomes tax-deductible donations from individuals and groups to support its programs.

Clothing Center

The WIRC-CAA Clothing Center is located at 133 West Jackson Street in Macomb. This McDonough County based operation receives and distributes, at no charge, new and used clothing.

Food Pantry

The WIRC-CAA Food Pantry is stocked with federal food commodities, ground venison from Hunters Helping the Hungry, and community donations. Pantry hours are Tuesdays, Thursdays and Fridays, 8:00 to 4:00 PM, excluding holidays. Individuals can visit the pantry once every 30 days. The pantry is located at WIRC-CAA, 133 West Jackson Street, Macomb, IL 61455. Look for the red brick building with the large windows. Call (309) 837-2997 for more information.

Non-Food Pantry

The WIRC-CAA Non-Food Pantry primarily serves those who are in an emergency situation by providing personal care items, diapers, etc. Access is limited to two times per year. Completion of a non-food pantry form is required.

Homeless Prevention Assistance

Homeless Prevention Assistance provides rent assistance for households due to a temporary economic crisis beyond household control. The household must be able to document the ability to meet future rental obligations after assistance has been granted based on current or anticipated income.

Hunters Helping the Hungry

Hunters Helping the Hungry provides venison to the residents in the WIRC-CAA service area. The deer is donated from hunters in the region and processed at area lockers. The venison is then distributed through the agency’s food pantry and other food pantries in Hancock, Henderson, McDonough, Knox, and Warren counties.

IHDA Single Family Owner Occupied Rehab Program

The Illinois Housing Development Authority (IHDA) Single Family Owner Occupied Rehabilitation Program assists eligible homeowners to make necessary repairs and improvements to their homes in order to eliminate health and safety prob-

lems, building code violations, and to preserve the long-term integrity of the units. Housing rehabilitation work is completed by local contractors who have been selected by competitive bid and who meet all insurance requirements. The program is funded through the Illinois Housing Development Authority.

CSBG Housing Rehab Grant Program

The Community Development Block Grant (CSBG) Housing Rehabilitation Grant Program assists eligible CDBG Housing Rehabilitation Program homeowners to make necessary repairs and improvements to their homes in order to eliminate health and safety problems, building code violations, and to preserve the long-term integrity of the units. Housing rehabilitation work is completed by local contractors who have been selected by competitive bid and who meet all licensing and insurance requirements. Grant funding is provided by the Department of Commerce and Economic Opportunity – Community Development Block Grant Program.

Weatherization

The Illinois Home Weatherization Program is an energy conservation program that assists eligible low-income households in making their homes energy efficient by eliminating air infiltration and heat loss. Depending on the circumstances and condition of the housing, some of the following weatherization work may be done: sealing cracks with weatherstrip and caulk, insulating attics and walls, repairing windows and doors, replacing windows, and repair and replacement of heating systems.

LIHEAP

The Low Income Home Energy Assistance Program (LIHEAP) is designed to assist eligible low-income households pay for energy services. Due to the pandemic, the program guidelines have changed. Call (309) 837-2997 to apply. This program will provide a one-time benefit to eligible households to be used for energy bills. The amount of payment is determined by income, household size, fuel type, and geographic location. Participants must meet LIHEAP income guidelines in order to be eligible to benefit from the program.

Project Santa

The Project Santa Program recognizes the struggle some families have in providing a happy holiday season for their children. Through a network with schools, social service agencies and health departments, the Agency is able to identify and offer the program to eligible families. Project Santa continues to grow with an expanded sponsorship program and community participation.

Scholarships

Several scholarships are offered by the agency throughout the year. Each scholarship has their own eligibility criteria and application dates.

WHO WE ARE

Victim Services

“We Understand and Believe”

The Western Illinois Regional Council-Community Action Agency (WIRC-CAA) Victim Services Program understands that domestic violence and sexual assault are problems shared by people of every age, religion, ethnic background, income, educational level, gender, and sexual orientation. The program provides free and confidential services in a safe environment with knowledgeable staff members who are ready to provide emergency services, advocacy, counseling, professional training, and public education.

Programs and Services

Domestic Violence Program

The WIRC-CAA Victim Services Domestic Violence Program provides assistance to victims of domestic abuse, including partner battering, child abuse and neglect, and elder abuse. Living in a violent environment where one suffers physical, psychological and verbal abuse can leave an individual feeling helpless and isolated. A Victim Services advocate can be a source of comfort and support. Available 24-hours a day, the advocate is a direct link to information and support services for the survivor and the survivor’s family.

Sexual Assault Program

The WIRC-CAA Sexual Assault Program provides assistance to survivors of sexual abuse and/or assault, adult survivors of childhood sexual abuse or sexual harassment, and significant others of survivors. Available 24-hours a day, the advocate serves as a personal link for the survivor to hospital, law enforcement and criminal justice staff. The advocate helps survivors understand their options, and their rights, and promotes self-respect in the survivor and respect from others.

Overall Program

Both the Domestic Violence and Sexual Assault Programs provide emergency transportation, clothing and food for survivors and their families. The Domestic Violence Program also offers temporary emergency safe shelter.

The WIRC-CAA Victim Services Program offers counseling services to survivors of domestic violence and sexual assault. Individuals who have experienced traumatic events are often in need of a safe, private place to talk about their feelings. Individual counseling can provide this safe place where survivors can explore their feelings, regain a sense of control and order in their lives, and find hope in the future. All counseling sessions are confidential and offered at no charge to the survivor or their family. Appointments are arranged by calling the WIRC-CAA Victim Services Program.

Prevention and community education of issues related to domestic violence and sexual assault are essential in combating the epidemic proportion of violence related crimes locally and on a national basis. The WIRC-CAA Victim Services Prevention and Community Education component provides a multi-faceted approach to the presentation and distribution of materials relevant to these issues. From sexual harassment in elementary classrooms, to date rape drugs on college campuses, the Victim Services education staff provide on-site instruction, handouts, and support materials, making knowledge a powerful tool against violence in our everyday lives. The Victim Services’ educator is available for public and professional trainings to law enforcement agencies, criminal justice professionals, health care providers, clergy, youth and community organizations, school employees, and concerned individuals.

CUT IT OUT: A Domestic Violence Continuing Education Course

Effective January 2019, all Illinois cosmetologists, estheticians, hair braiders, nail technicians, and their instructors are required by law to complete a one-hour, one-time Domestic Violence Continuing Education (CE) course. Tri-County Resource & Waste Management Program

Silvie’s Ride

Kathy Simmons was a compassionate nurse at McDonough District Hospital, a resident of Hancock County, and mother of three children. On March 26, 2003, she became a fatal victim of domestic violence by the hands of her husband of 25 years. WIRC-CAA Victim Services sponsors the Kathy Simmons Memorial 5K Walk/Run/Roll in her memory and in support of victims/survivors of domestic violence in western Illinois.

Silvie’s Ride

Silven “Silvie” Yocum, a joyful five-year-old girl from McDonough County, became a fatal victim of domestic abuse on September 16, 2006. In honor of her memory, Silvie’s family, along with the Knights Motorcycle Riding Club, hosts an annual awareness and fundraising event called Silvie’s Ride Against Child Abuse.

Silvie’s Ride is a nearly daylong event that encourages attendees to raise awareness of child abuse by traveling as a group to several pre-determined locations throughout Hancock, Henderson, McDonough, and Warren counties in western Illinois. Participants are encouraged to ride their motorcycle, but all vehicles are welcome to participate. The ride begins and ends at the Macomb Elks Lodge.

PACE interviewed WIRC/CAA leadership and stakeholders to gain insights on the qualifications and characteristics desired for this position.

THE FOLLOWING IS A COMPILATION OF THE MAJORITY OF OPINIONS EXPRESSED IN THE INTERVIEWS.



JOB EXPERIENCE

PROVEN HISTORY OF SUCCESS IN ORGANIZATION MANAGEMENT AND TEAM LEADING

EXPERIENCE WITH THE COMMUNITY ACTION VERTICAL PREFERRED

EXPERIENCE FROM OTHER VERTICALS CONSIDERED (SPECIFICALLY COMMUNITY/ECONOMIC DEVELOPMENT AND NON-PROFIT)

STRONG BACKGROUND IN BUILDING, COMMUNICATING, AND EXECUTING A PLAN

VERIFIABLE SUCCESS IN POSITIVE MARKETING OF AN ORGANIZATION

DEMONSTRABLE UNDERSTANDING OF FINANCE, GRANTWRITING, AND GENERAL BUSINESS KNOWLEDGE

CHARACTERISTICS & PERSONALITY

CHARISMATIC/PEOPLE PERSON	CREATIVE
VISIONARY/FORWARD THINKER	CONSENSUS BUILDER
AUTHENTIC	POLITICALLY ASTUTE
EMPATHETIC / UNDERSTANDS "BUY IN"	APPROACHABLE
SELF MOTIVATED	POSSESSES INTEGRITY
INTELLIGENT	COLLABORATIVE/ TEAM BUILDER
HUMBLE	STRONG COMMUNICATOR
ENERGETIC	STRATEGIC
EMPATHETIC	GOAL ORIENTED

The Boards of Directors of both the Western Illinois Regional Council (WIRC) and the Community Action Agency (CAA) are searching for an accomplished and aspiring leader who shares the vision and passion to work to grow its rural service region and to provide a variety of services to improve the lives and opportunities for the residents.

Overview

The Western Illinois Regional Council is a multifaceted organization comprised of two agencies under one roof with the mission of human services and technical assistance. The WIRC (founded in 1973) is a nonprofit community and economic development organization offering a variety of technical assistance to the governments in its six-county service region.

The CAA (founded in 1982) is a 501c3 not-for-profit corporation that provides services to the low income and income eligible through the provision of life's basic necessities of food, clothing, shelter, and education. Victim Services operates under the CAA and provides assistance to victims of violence; specifically domestic violence and sexual assault/abuse, in addition to offering programs to educate and end the cycle of violence.

The WIRC-CAA is located in Macomb, Illinois and operates with a staff of 17 and 29 respectively between WIRC and CAA. The approximate \$6 million budget (between both agencies) is primarily grant driven with the following composition breakdown: 52% federal, 30% state, and 18% local.

Essential Job Functions

Under the policy direction of the WIRC and CAA Boards of Directors, the Executive Director has the overall responsibility of administering the Agency's planning, community action, domestic violence and sexual assault programs including program development and planning; public and governmental relations; facilities planning and control; fiscal planning and development; and staff supervision and evaluation. The Executive Director has oversight over both agencies and is responsible to report to two boards of directors with one fifteen member board of directors governing each organization.

Key Responsibilities:

- In an advisory capacity to the Boards of Directors, the Executive Director recommends policies for the Agency and is responsible for the execution of Board adopted policies.
- Responsible for the development and oversight of existing programs as well as formulation of new programs; coordinates the activities of the Agency with related activities of other local, state and federal agencies and responsible for oversight of all Agency activities and programs.
- Provides guidance for the development of programmatic and agency budgets and oversight managerial responsibility.
- Responsible for interfacing with funding sources, the public, clients, and/or elected officials as needed.
- Represents the Agency and staff before governing bodies, Boards of Directors, and other public/private organizations.
- Trains, supervises and reviews the work of his/her staff, as well as having overall supervisory authority of Agency staff.

Job Qualifications:

- Minimum of Bachelor's degree in urban/regional planning, public administration, social work, political science or related field with five (5)+ years of executive level leadership experience managing people and providing direction within a complex organization, preferably with a non-profit and/or governmental entity. Master's degree in relevant field of study preferred.
- Comprehensive knowledge of principles and practices of planning, program development, organizational dynamics and agency administration with a high degree of demonstrated administrative ability, including organizational and conceptual skills.
- Experience that demonstrates the ability to develop, coordinate and administer the many functions of a complex, multi-faceted agency.
- Experience that demonstrates the ability in personnel/public relations including the ability to supervise and evaluate Agency staff and the ability to establish and maintain effective working relationships with the public, officials, and other Agency representatives.

Key Characteristics:

- Significant board development, fundraising, and fiscal management experience a must.
- A financially savvy and politically astute leader with the ability to set clear priorities, delegate, and guide investment in people and systems; keen analytic, organization and problem solving skills, which support and enable sound decision making.
- Excellent coalition building skills with an ability to communicate and work effectively with a variety of internal and external stakeholders; a persuasive negotiator able to achieve consensus amongst differing opinions.
- Outstanding presentation and communication skills and the experience and proclivity to be an outgoing spokesperson, relationship builder, and fundraiser.
- Strong commitment to the professional development of staff and have a successful track record of recruiting and retaining a diverse team.

Compensation

Salary is competitive, commensurate with experience and includes a comprehensive fringe benefits package in addition to salary.

Can we put a number on success? Yes, five.

01

RELATIONSHIP BUILDING

- THIS POSITION REQUIRES TRAVEL THROUGHOUT THE REGION
- THE EXECUTIVE DIRECTOR WILL BE EXPECTED TO MAINTAIN CLOSE RELATIONSHIPS WITH STAKEHOLDERS AND PROSPECTIVE PARTNERS THROUGH REGULAR, FACE-TO-FACE INTERACTION

02

FOLLOW THROUGH

- THE SELECTED INDIVIDUAL MUST BE CAPABLE OF PROVIDING A HIGH-QUALITY SERVICE TO PARTNERS
- ABILITY TO TAKE AN IDEA, BUILD A STRATEGY AND PROCESS, AND IMPLEMENT THE IDEA TO COMPLETION

03

FINANCE AND PROCESS MANAGEMENT

- RECORD-KEEPING AND ORGANIZATION OF DOCUMENTS AND CONTACTS
- DEVELOPMENT, IMPLEMENTATION, AND RECORDING OF PROCESSES & PROCEDURES
- ABILITY TO DEVELOP AND MANAGE A BUDGET
- STRONG UNDERSTANDING OF GRANTWRITING AND FUND HANDLING

04

GOAL SETTING & ACCOMPLISHMENT

- INCREASE METRICS OF RAISED FUNDS AND PEOPLE SERVED ON A CONSISTENT BASIS
- AGGRESSIVELY PURSUE THE EFFECTIVENESS AND IMPACT OF THE ORGANIZATION

05

WORKING WITH PASSION

- PASSION FOR THE MISSION AND VISION IS ABSOLUTELY NECESSARY
- MOTIVATION TO WORK TO THEIR HIGHEST ABILITY WITHOUT STRICT OVERSIGHT
- A LOVE FOR WORKING TO HELP OTHERS
- LIVING THE PRINCIPLES OF THE ORGANIZATION AS A LIFESTYLE, NOT "JUST WORKING A JOB"

IF YOU HAVE ANY QUESTIONS, AN INTEREST IN THIS POSITION, OR WOULD LIKE TO MAKE A RECOMMENDATION PLEASE CONTACT US. WE TREAT OUR CANDIDATES AND CLIENTS WITH THE HIGHEST LEVEL OF RESPECT AND ANY INFORMATION RECEIVED WILL REMAIN CONFIDENTIAL.

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