

AUGUST 20  
23



# Western Illinois Regional Council and Community Action Agency

CEO SEARCH

NEEDS ASSESSMENT AND JOB DESCRIPTION

[wirpc.org](http://wirpc.org)

THE  
**PACE**  
GROUP

# THREE

Organization Profile

# SIX

Needs Assessment

# SEVEN

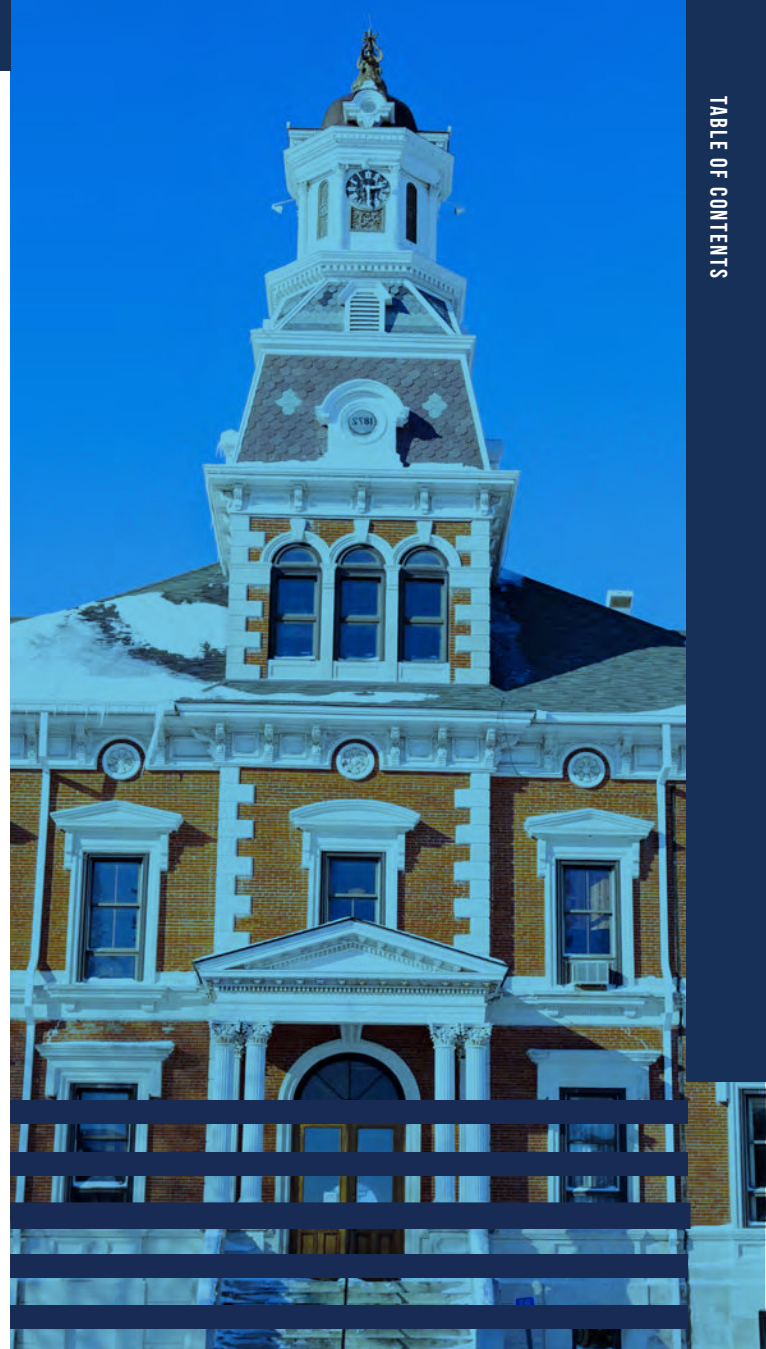
Job Description

# NINE

Keys To Success

# TEN

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.

## Community Action Agency

"Improving lives and neighborhoods"

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.

### Food Pantry

WIRC-CAA collaborates with the Good Food Collaborative ([goodfoodcollaborative.org](http://goodfoodcollaborative.org)) to provide a choice-based food pantry in the Macomb WIRC-CAA office. The pantry is formatted as a small grocery store and is operated largely by volunteers.

### Non-Food Pantry

WIRC-CAA built and operates an innovative online "shopping" site, where residents who need personal care items can shop for products. The site accepts only gift codes provided by WIRC-CAA as "payment". Preview the site at [www.caremarket.club](http://www.caremarket.club)

### 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 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 insurance requirements. The program is funded through the Illinois Housing Development Authority.

# WHO WE ARE

## *Scholarships*

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

## *CDBG Housing Rehab Grant Program*

The Community Development Block Grant (CDBG) 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. 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.

## **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 survivors 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.

**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

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EXPERIENCE WITH THE COMMUNITY ACTION VERTICAL PREFERRED

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

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STRONG BACKGROUND IN BUILDING, COMMUNICATING, AND EXECUTING A PLAN

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VERIFIABLE SUCCESS IN POSITIVE MARKETING OF AN ORGANIZATION

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DEMONSTRABLE UNDERSTANDING OF FINANCE, GRANTWRITING, AND GENERAL BUSINESS KNOWLEDGE

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# 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. 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 approximately 50. The approximate \$6 million budget (between both agencies) is primarily grant driven with the following composition breakdown: 52% federal, 30% state, and 18% local. The Agency will open a branch office in Galesburg, Illinois in September of 2023.

## Essential Job Functions

- A. Leadership:
  - i. Actively support the Agency's mission by developing and implementing programs and services that help people overcome the causes and conditions of poverty.
  - ii. Actively support member communities to maximize planning and development opportunities, including public infrastructure development, and housing development.
  - iii. Accountable for the overall management of the agency, including the facilities, equipment, financial resources, and human resources.
- B. Strategic Planning:
  - i. Facilitate the strategic planning process and ensure the development of a comprehensive strategic plan with measurable goals and outcomes.
  - ii. Regularly monitor and report progress achieved on strategic plan goals and outcomes to the Board of Directors.
- C. Customer Focus:
  - i. Develop and monitor systems to assure delivery of high-quality customer service throughout the organization.
  - ii. Ensure the Agency develops and maintains a strong positive public image with the communities served, social service partners, and funders.
- D. Measurement, Analysis, and Performance Management:
  - i. Incorporate the Results Oriented Management and Accountability (ROMA) framework into overall agency operations.
  - ii. Utilize measurable outcome indicators for key agency programs and activities, and report progress regularly to the Board of Directors.

### Essential Job Functions (continued)

- E. Human Resources:
  - i. Ensure the Agency recruits and maintains a highly competent staff, and that any performance issues are promptly and professionally addressed.
  - ii. Design and implement strategies for the training and development of the Board of Directors and staff.
- F. Organizational Processes:
  - i. Analyze organizational systems for suitability and effectiveness, and ensure agency policies are current and enforced.
  - ii. Ensure the Agency operates within the specifications of Federal, State, and local laws, guide lines, and policies.
- G. Fiscal Acuity:
  - i. Responsible for the financial growth and liquidity of the Agency.
  - ii. Follows all federal and state fiscal requirements and assures systems of internal control and financial reporting that meet or exceed Generally Accepted Accounting Principles (GAAP).
- H. Results:
  - i. Provide regular reports and data to the Board of Directors that demonstrate the achievement of results for established goals and objectives.
  - ii. Monitor financial statements and data to assure the agency remains financially strong, reporting any concerns to the Board of Directors.

### Physical Demands

1. Must be available to perform the essential functions of the job whenever scheduled to work.
2. Must be able to move about the office to supervise staff, meet with customers, and community partners, and operate common office equipment.
3. Must be able to pick up and hold documents and other common office items.
4. Must be able to communicate and converse with customers, coworkers, and community partners to implement the mission of the Agency and to supervise and oversee Agency operations.
5. Must be able to operate a computer to record and report data and to communicate with staff, customers, volunteers, and community partners.
6. Must be able to use a telephone to communicate with customers, coworkers, and community partners.
7. Must be able to operate a motor vehicle to provide services in the community, meet with community partners, and supervise other office locations.

### 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 CEO 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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