



## JOB DESCRIPTION

**Position:** Deputy Executive Director

**Employment type:** Full-Time Exempt

**Base Office:** Chicago Office (5008 N. Kedzie Ave Chicago, IL 60625)

**Travel Requirement:** Must be able to travel between Hanul's three offices as needed

**Work Hours:** Monday - Friday (8:30 AM - 4:30 PM) - 40 hours a week

**Supervisor:** Irene J. Sohn, Executive Director

### DESCRIPTION:

The Deputy Executive Director is a strategic thought partner to the Executive Director by providing leadership in partnering with the senior management team in strategic decision-making and operations. S/he supports the Executive Director in fundraising and communications. S/he is in charge of the day-to-day management of the facilities, grant and contract administration, human resources, data management, and special events. S/he will assume the duties of the Executive Director in his/her absence.

### DUTIES AND RESPONSIBILITIES:

#### **Program Development and Administration**

- Assists the Executive Director in overseeing the strategic planning and development, budgeting, delivery, and overall quality of the organization's programs and services.
- Maintains and grows current grants and contracts while searching for new areas of opportunities in programs and resources.
- Develops resources and programs based on assessed and analyzed community needs, both societal and community data. Takes a leadership role in the development of the organization's Annual Reports, Strategic Plans, and other planning materials.

#### **Fundraising and Resource Development**

- Works with the Executive Director to develop and implement fundraising strategies.
- Writes reviews and edits new and/or renewable grant proposals for submission to foundations, corporations, and government agencies.
- Develops and maintains positive relationships with grantors, donors, non-profit ethnic organizations, foundations, and governmental agencies.
- Works closely with the Development Team to plan and organize major fundraising events.



### Human Resource Management

- Review and develop HR policies and procedures to secure supplying a talented workforce for the organization.
- Assists the Executive Director to oversee the full scope of human resources of the organization.
- Directs staff in the areas of organizational structure, employment, compensation and benefits, employee relations, orientation/training/development, performance evaluation, and policy/procedure development.

### Other

- Liaison to the Board of Directors including attending Board meetings, joining committee meetings, and coordinating board open houses and orientation.
- Ensures proper communication between the Board and leadership team and staff.
- Closely partner with the Executive Director to place and drive organization development.
- Attend meetings, press conferences, or media events as a spokesperson to raise public awareness of the organization's mission and vision.
- Fulfill other duties and responsibilities assigned by Executive Director

### QUALIFICATIONS:

- Minimum of a Master's Degree, ideally in social work or other related human services or nonprofit management. Advanced degree or professional certification preferred.
- At least 5 - 7 years of supervisory and administrative experience in policy, program, human resource development, implementation, planning, and management with more than three years at the senior management level in a high-volume environment.
- Commitment to the mission, values, and aspirations of the organization.
- Ability to implement vision, strategic thinking, creative solutions, good judgment, and leadership.
- Proven track record of attracting resources, partnerships, and managing external relations.
- Excellent people skills with the ability to successfully mentor staff as well as provide guidance in leadership and development.
- Bilingual in Korean and English is preferred, but not required.

### Benefits include

- Paid time offs
- Health and Dental Insurance
- 401(K)
- Mileage Reimbursement
- Free lunch from Hanul kitchen
- One day per week Remote Work Option





# 한울 종합복지관 Hanul Family Alliance

**CHICAGO**  
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**LAKE COUNTY**  
300 Knightsbridge Pkwy Ste 125  
Lincolnshire, IL 60069  
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F: (847) 393-7517

## **HOW TO APPLY:**

Submit your cover letter and resume to [isohn@hanulusa.org](mailto:isohn@hanulusa.org).

**Hanul Family Alliance** is a nonprofit organization that has been serving the Korean older adult and immigrant communities in the Chicagoland area for over 35 years. Hanul's mission is to provide comprehensive community-based services to meet the needs of Korean older adults and families to enhance their quality of life. Working at Hanul not only enhances your human services and leadership skills but also delivers greater fulfillment for individuals with a passion to serve.

## **Hanul Family Alliance Values Statement**

We, the employees of the Hanul Family Alliance, believe in core values and principles as the foundation for our excellence in the workplace. We value:

- **Passion:** Motivated to provide the best possible care to individuals in need
- **Trust:** Allowing individuals to mutually trust each other through transparency and integrity
- **Team Work:** Respecting each individual as an integral part of a team while supporting, accomplishing, and celebrating growth and success as a team
- **Fairness:** Nurturing an environment where the decision-making and policy implementation process is fair for everyone
- **Acceptance:** Being open to understanding and respecting individual's different values and perspectives



WEBSITE: [hanulusa.org](http://hanulusa.org)



FACEBOOK: [/hanulchicago](https://www.facebook.com/hanulchicago)



INSTAGRAM: [@hanulfamilyalliance](https://www.instagram.com/hanulfamilyalliance)



TWITTER: [@hanulusa](https://twitter.com/hanulusa)