

EXECUTIVE DIRECTOR



Daniel Murphy Scholarship Fund

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dmsf.org

Reports to: Executive Committee

Location: Chicago, IL

MISSION

The mission of the Daniel Murphy Scholarship Fund (DMSF) is to identify promising students from under-resourced Chicago area neighborhoods and to provide them scholarship assistance for private college-prep oriented high schools as well as educational and other support. DMSF seeks to make a life-altering difference in the lives of its Scholars by providing them with the best opportunity to succeed in high school, college and beyond.



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BACKGROUND

Founded in 1989 by two Chicago-based brothers with their family and friends, DMSF is Chicago's largest high school scholarship organization serving high potential students from under-resourced communities. Partnering with two private high schools the following spring, DMSF awarded its first scholarships to four students who exhibited academic promise. Over the years, DMSF grew its donor base and fundraising capabilities, developed partnerships with additional high schools, increased the number of scholarships it was able to offer, and developed programming to enrich

the lives of its Scholars.

Today, DMSF offers approximately 150 new scholarships to 8th grade students each year. Those students attend roughly 40 different parochial and independent day schools in the Chicago area, as well as 40 boarding schools from coast to coast. As of 2021, DMSF has awarded scholarships to nearly 3,300 Scholars to allow them to attend college preparatory high schools. 93% of DMSF Scholars are students of color, 64% are the first in their family to attend college/university and 97% matriculate to college.

What makes DMSF different

from other scholarship organizations is the extensive academic and social-emotional and college counseling support provided to its Scholars. More than just identifying talented students and providing financial support, DMSF provides a range of programming to assist each Scholar in realizing and maximizing their individual potential. DMSF's Summer Bridge Program for incoming ninth graders sets newly admitted Scholars up for success with a two-week training program focused on communication skills, study skills and time management, all prior to beginning the school



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year. Additional programmatic support includes one-on-one mentoring, affinity groups and academic tutoring.

DMSF's flagship Caddie Program is historically offered both as a residential program in Lake Forest (male caddie camp) and Elmhurst (female caddie camp) as well as day programs at city based golf courses. The Caddie Program provides summer jobs to Scholars who then have the opportunity to seek college scholarships through the Evans Scholarship Foundation of the Western Golf Association. In addition to the scholarship opportunity, this relationship allows Scholar caddies and the members of participating golf clubs the opportunity to

meet people that they wouldn't otherwise encounter. For the Scholars this can be invaluable as it often results in strong new relationships, including mentors.

The DMSF Golf Classic - the organization's most important single fundraising vehicle - is the largest and most successful such event in the Chicago area and possibly in the entire U.S. While the local golfing community remains as one of DMSF's most longstanding constituencies, more recently DMSF has expanded its demographic outreach and now boasts a highly diverse family of engaged supporters throughout the city and suburbs, as well as outside the Chicagoland area.

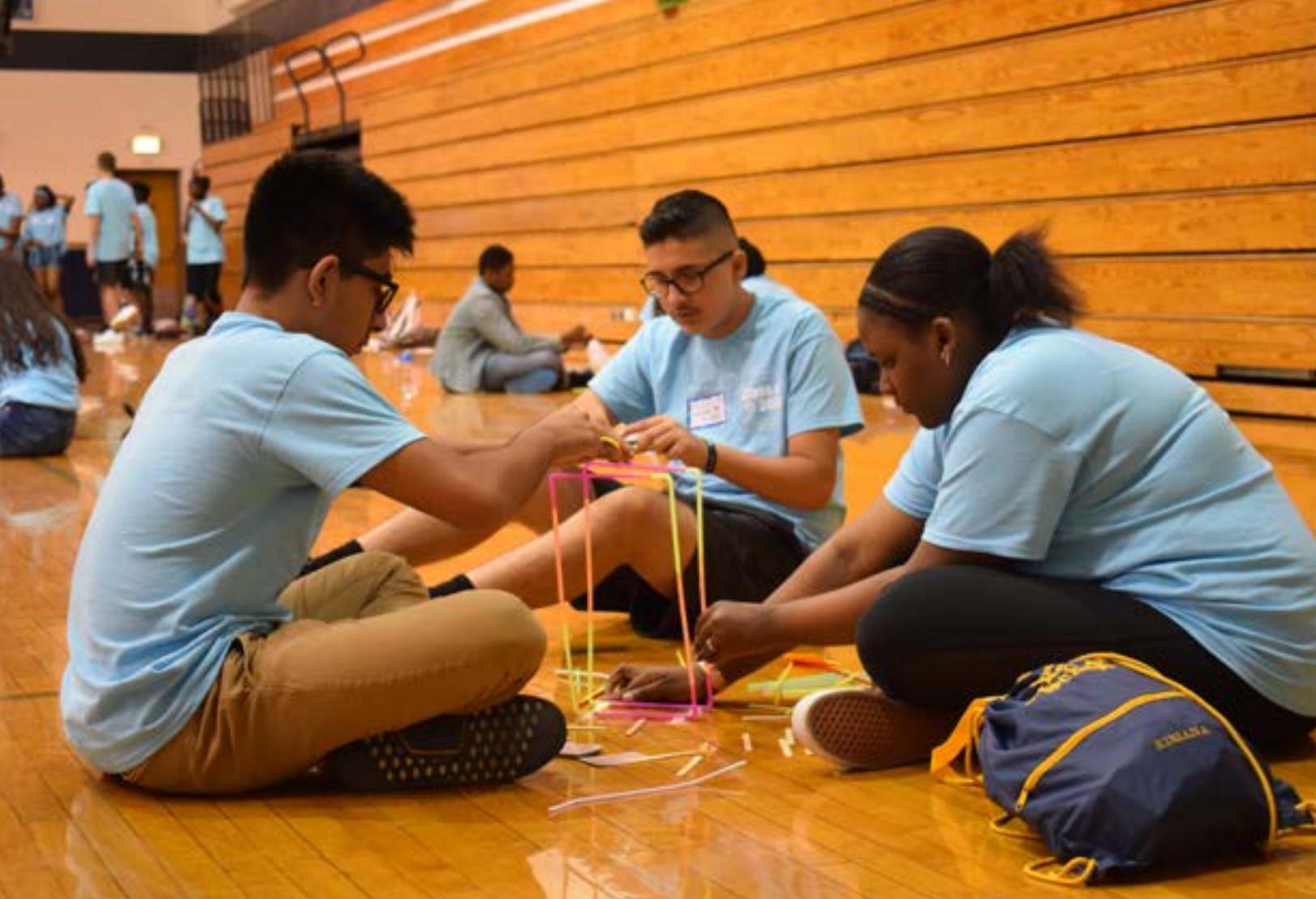
The DMSF office is located in downtown Chicago and includes a tutoring center that is available to all Scholars. The tutoring center provides both academic support and a safe place for students to belong and study after school.

The board of directors is comprised of approximately 65 members, and includes DMSF alumni and founders, as well as business and civic leaders. The organization's governance is carried out by a 15-member Executive Committee. The Executive Director is an ex-officio member of the Executive Committee. DMSF's FY22 budget is approximately \$5M. DMSF has an endowment of over \$10M and a staff of 13.



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THE OPPORTUNITY

DMSF is seeking a strong, visionary leader with the ability to develop and implement a strategic plan working collaboratively with the board and staff. This leader will embrace education as a path out of poverty and will serve as the face and voice of the organization, with DMSF's constituents: school leaders, Scholars, parents, alumni, donors, the Board of Directors, along with civic and corporate entities to further the mission of the organization.

In partnership with the Board and staff, the Executive Director will have the opportunity to shape the next strategic plan, development of which was paused during the pandemic. Amplifying ideas that emerge from Board and staff while bringing ideas on innovative ways to expand the reach of the organization is an opportunity going forward. Building consensus on the way forward will be a critical responsibility for the new leader.

The Executive Director will benefit from a deeply engaged Executive Committee and Board of Directors. The Board has been a significant driver of fundraising efforts and that is expected to continue going forward. However, it is also expected that Executive Director will be personally engaged in and capable with fundraising, in addition to strategic visioning, building visibility, growing external partnerships, and leading the dedicated and capable team.



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POSITION SUMMARY

Reporting to the Executive Committee of the Board of Directors, the Executive Director is responsible for the executive management of the organization, overseeing all components that support program delivery and overall organizational well-being. Although components of these responsibilities may be delegated, the ultimate responsibility for all of them is that of the Executive Director.

The Executive Director manages the organization's budget and all full time staff (presently 13 total). The Chief Education Officer and the Chief Advancement Officer and their teams report to the Executive Director.

The Executive Director has ultimate responsibility for fundraising, securing the operating and investment funds necessary to sustain current and future op-



erations, all working with the Director of Development and the Development team.

The Executive Director is also responsible for stewarding community relationships, building DMSF's brand and other exter-

nal relations.

Finally, the Executive director is responsible for compliance with Board-adopted policies and with all applicable regulations and laws.

CORE COMPETENCIES

LEADERSHIP: The Executive Director will be a visionary who is an inspiring culture builder, and effective fundraiser with expert understanding of the educational landscape.

MANAGEMENT: The organization seeks a candidate who is an inclusive, experienced business manager who understands the organizational structure of a nonprofit, including experience working with and reporting to the Board; with demonstrated ability to build a strong, positive

and collaborative culture.

DEVELOPMENT: DMSF requires a leader with demonstrated success building and engaging a base of support and securing major gifts from new and existing individual donors, foundations, corporations, and public sources.

OPERATIONAL EXPERTISE: The candidate must have a proven track record of sound fiscal, IT, facilities, human resources and business management skills.

MARKETING, PUBLIC RELATIONS AND OUTREACH:

As the face and voice of DMSF, the Executive Director will build visibility for DMSF; shifting the organization from "best kept secret in Chicago" to a widely recognized and respected leader in the educational space.

PROGRAMMING: The Executive Director will ensure that DMSF is providing best in class academic programming and support to its Scholars.



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CANDIDATE PROFILE

DMSF is seeking a dynamic and collaborative leader with a commitment to, and passion for, the mission – to make a life-altering difference in the lives of its Scholars by providing them with the best opportunity to succeed in high school and college.

The organization seeks a strong visionary with motivational leadership skills and experience developing strategic and business plans. Business and personnel management experience and sound financial control at a senior level is required. Capabilities managing both financial surplus-

es and shortfalls is critical. Demonstrated success inspiring and motivating staff, to accomplish organizational goals is key in driving retention of this high performing team. The ability to give clear, effective, sensitive, and consistent leadership with good attention to detail is a must.

A track record of professional accomplishments that demonstrates the ability to articulate and build consensus around major initiatives is imperative. Experience working in or with educational organizations is beneficial, but not a prerequisite.

Experience in a senior leadership role reporting directly to or working closely with a Board of Directors is desired. The new leader will be a team builder and will work with the Board to identify opportunities for DMSF to continue to innovate programs and build strategic partnerships to expand the funding base.

The successful candidate will be a great listener who facilitates open communication with staff, Board, Scholars, parents, alumni, school leaders, funders, and other constituents with whom they interact. They will have the



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ability to reformulate priorities and develop long-range plans in the context of evolving program needs.

The ideal candidate will have demonstrated accomplishments in fundraising. Experience growing contributed revenue through private philanthropic support is expected. The person we seek will be a creative marketer who will continue to grow visibility for DMSF. The candidate must possess excellent communication skills with the ability and presence to represent the organization internally and externally.

Someone who is calm and cool in the face of challeng-

es while also being able to make swift decisions when needed is a must. The qualified candidate will be someone who strives for excellence in all facets of service. Essential personnel management skills include an ability to listen, provide feedback, build morale, delegate, and "roll up one's sleeves." They will have a management style that focuses on team building, coaching, and developing. We seek an effective decision-maker who intentionally solicits and incorporates team input. The candidate will be resilient, a multitasker, self-starter, credible, trustworthy, welcoming, humble,

and kind individual.

The successful candidate will be motivated by the best interests of the organization and will bring high emotional intelligence to effectively move the organization forward in a manner that causes the least disruption and results in a highly effective operation. Demonstrated success managing change, planning, forecasting, and determining courses of action is needed.

An undergraduate degree from a four-year college or university is required, master's degree is a plus. Minimum of seven years of senior level management experience is sought.



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TO APPLY

Applications and nominations are being received by Noetic Search. Please click [here](#) to submit a current resume and letter of introduction to Noetic Search. For more information, please see our website or the dmsf.org website.

The Daniel Murphy Scholarship Fund is deeply committed to diversity, equity, and inclusion. We encourage candidates from all backgrounds to apply.



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