



**We're Hiring: Acting Executive Director**  
**River Forest Community Center (RFCC)**

River Forest Community Center is seeking a mission-driven **Acting Executive Director** to grow into the Executive Director Position and ultimately lead our organization's operations, finances, staff, and community partnerships. Reporting to the Board of Governors, this role offers the opportunity to make a meaningful impact in a vibrant community-focused organization.

**Key Focus Areas:**

Strategic leadership • Financial oversight • HR & facilities management • Government & community relations • Fundraising & development

**Qualifications**


- Bachelor's degree preferred; Associates Degree and relevant work experience will be considered
- Leadership experience in nonprofit, governmental, or community-based organizations
- Demonstrated experience with financial management, HR, and facilities oversight
- Strong negotiation, communication, and relationship-building skills
- Ability to manage complex operations with discretion, sound judgment, and high ethical standards
- Highly organized, self-motivated, and collaborative
- Computer literacy required: Microsoft 365 Suite; QuickBooks experience or comparable

If you are an experienced leader with strong organizational, financial, and relationship-building skills, we would love to hear from you. Please send your resume and cover letter to Dick Chappell at [dchappell@rfcc.info](mailto:dchappell@rfcc.info) and Anne Dwyer at [adwyer@tjdwyerlaw.com](mailto:adwyer@tjdwyerlaw.com).

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**Compensation & Benefits:**

 Salary range: **\$60,000–\$80,000**, based on experience

 Bonus, promotion to Executive Director and raise eligibility determined by Board of Governors based on performance and finances of RFCC

 **\$200/month healthcare stipend** in lieu of benefits

**Equal Opportunity Employer**

River Forest Community Center is an **Equal Opportunity Employer**. We are committed to creating an inclusive environment for all employees and applicants and do not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, veteran status, or any other protected characteristic under applicable law.