



The  
Lincoln Academy  
of Illinois

**The Lincoln Academy of Illinois**  
**has an immediate opening for a**  
**salaried part-time Executive Director**

The Lincoln Academy of Illinois is a 501 (c) 3 organization based in Springfield, Illinois that was founded in 1964 to bestow Illinois' highest honor – The Order of Lincoln at an annual formal convocation ceremony. Since its inception, the Order of Lincoln has been bestowed upon hundreds of individuals who have made tremendous contributions to the fields of business, the arts, sports, agriculture, humanities, and science. The Lincoln Academy partners with donors, trustees, academic trustees, regents, rectors, and the Governor of the State of Illinois as President of the Lincoln Academy, to advance the values exhibited in the life of Abraham Lincoln through programs that encourage leadership by honoring distinguished Illinoisans' contributions to society; encouraging public service; and investing in developing principled leadership for future generations.

The Executive Director is an officer of the Lincoln Academy and its principal administrator, and works in close partnership with the Chancellor, the Academy's Chief Executive Officer. Although the Chancellor is viewed as ultimately responsible for the supervision and management of the business and affairs of the Academy, it is the Executive Director who manages the day to day operations of the organization and its budget, and implements its Board of Regents approved and General Trustees endorsed programs and strategic initiatives, including all aspects of planning and implementing steps to assure successful Lincoln Laureate convocation weekends and Student Laureate convocation weekends. The Executive Director is the first line of administrative and operational contact with the Academy and its public representative and has the authority to contractually bind the Academy when authorized by the Board of Regents.

To learn more about the Lincoln Academy of Illinois, our mission, history, past laureates, and organizational structure, please visit us at: <https://thelincolnacademyofillinois.org/>

## **GENERAL RESPONSIBILITIES**

### **1. Board Governance and Strategic Planning:**

\* Increasing the overall visibility and impact of the Academy throughout the state of Illinois and beyond.

- \* Working closely with the Chancellor to ensure the Board of Regents, including all Trustees and Rectors are actively engaged in strategic policy decisions, securing financial resources, and increasing the overall visibility of the Academy throughout the state and beyond
- \* Assist in identifying, developing, maintaining and supporting a strong and committed Board of Regents and all General Trustees and Rectors
- \* Facilitating and implementing the work of the Executive Committee; the Board of Regents and the General Trustees and Rectors (includes sending notices; participating in all calls/meetings; preparing minutes as requested)
- \* Facilitating the work of the Standing Committees; assisting the Committee Chairs (includes setting up online and in person meetings; sending notices; participating in all meetings/calls; creating agendas; preparing minutes as requested) serving as a member of the Membership and Communications Committee and as an ex-officio member of all other committees.
- \* Providing strategic counsel to Academy leadership
- \* Ensuring the currency and accurate implementation of the Academy bylaws, including making recommendations on the changes to those bylaws.

## **2. Organizational Mission and Strategy:**

- \* Working with the Chancellor and Regents to manage the logistics of the Academy's strategic planning process and ensure its implementation; recommend and implement timelines and resource needs to ensure strategic goal achievement

## **3. Sound Fiscal Management:**

- \* Working with the Treasurer and the Committee Chairs to draft annual budget
- \* Financial Oversight of approved budget (maintaining and overseeing all bank accounts); working with the bookkeeper; working with the auditor
- \* Managing the Academy's budget; ensuring the sound financial condition of the Academy (operates within the approved budget; insures net profitability of convocations and maximum resource utilization)
- \* Assisting in the expansion of resources; working with the Regents and all Members and friends of the Lincoln Academy in securing and wisely allocating Endowment resources

\*Working collaboratively with the Endowment Committee on oversight of the Academy's Spirit of Lincoln Endowment and closely with the CEO of the Communication Foundation for the Land of Lincoln in Springfield, Illinois on ensuring strong oversight of the endowment resources.

#### **4. Internal and External Communications:**

- \*Serving as a key spokesperson to the Academy's constituents, the media, the colleges and universities, other Lincoln-focused organizations, past Laureates, past Student Laureates, the Governor's office, strategic partnerships, and the general public
- \* Designing communication efforts and coordinating marketing strategies; Oversees, updates and enhances quality of the Academy website and all social media platforms
- \* Deepening and refining all aspects of Academy communications- including work with the Governor's Office, the Academic Trustees, past Laureates and past Student Laureates
- \* Overseeing development and management of the Academy's web presence, ensuring member profiles and event calendars are continuously updated
- \* Overseeing development and management of internet-related information sites, including Wikipedia (including the Order of Lincoln recognition on Laureates' Wikipedia pages)
- \* Exploring, establishing, and sustaining present and new institutional relationships - partnerships and alliances - with other Lincoln - focused organizations throughout Illinois and using these relationship opportunities to strategically advance the Academy's mission, visibility, and relevance throughout Illinois
- \* Enhancing the Academy's image by being active and visible in the community
- \* Thanking and recognizing donors in an appropriate manner that complies with tax guidelines

#### **5. Organizational Operations:**

- \* Reviewing, approving and signing all contracts /notes/agreements and other instruments for services for office operations; and all Lincoln Laureate Convocations and Student Laureate ceremonies
- \* Ensuring an accurate and up-to-date master mailing list
- \* Supervising external contract vendors: financial; audit; social media; speech writer

- \* Developing systems, processes and structures to ensure efficient and effective operations that guarantee historical integrity and the security of sensitive data
- \* Regularly evaluating success of Academy programs and initiatives

## **6. Event Planning & Management:**

- \* Working with the Chancellor to identify future Lincoln Laureate Convocation sites and Civic Committee Chairs
- \* Assisting Civic Committee in inviting sponsorships and encouraging event attendance
- \* Segmenting the master mailing list so formal invitations are sent to appropriate households and working with Civic Committee to add names to the list
- \* Working with a mailing service to send formal invitations in a tasteful and timely manner
- \* Prepare and frame all Laureates' citations
- \* Coordinating all vendors, event sites, and other aspects of planning the Laureate Convocation ceremony and all events surrounding the ceremony and the Student Laureate Convocation ceremony and all events surrounding the ceremony
- \* Distributing copies of all printed materials to the State Archives and Abraham Lincoln Presidential Library
- \* Working with the governor's office to secure participation in Laureate and Student Laureate Convocations

## **QUALIFICATIONS and COMPETENCIES**

1. Unwavering commitment to advancing the mission, impact, relevance and transparency of the Lincoln Academy of Illinois. This includes a commitment to high quality execution of initiatives and program evaluation.
2. Integrity, positive-attitude; mission-driven; creative thinking, and self-directed individual who is committed to upholding the highest ethical standards and has a commitment to equity, inclusion and diversity.

3. Ability to think critically and creatively to foresee trends and develop, recommend a sustainable vision for long-term viability; ability to carry out vision initiatives. Must also be able to work independently and be a self-starter.
4. Action-oriented; excellent listener; team player; ability to engage and collaborate effectively with a wide range of stakeholders in multiple and diverse arenas: Governor's Office, community and business leaders, Academic leaders; political leaders, Laureates; students
5. Strong written and verbal communication skills; excellent interpersonal and multidisciplinary project skills; ability to cultivate and support existing Board member and community relationships

## **PREFERRED QUALIFICATIONS**

1. Familiarity and involvement with the mission and work of the Lincoln Academy of Illinois
2. Recognized and engaged community contributor and advocate
3. A commitment to lifelong learning and a curiosity about the life of Abraham Lincoln and his contributions to our society and leadership skills and talents.

## **POSITION SPECIFICATIONS**

This position will work independently as a part-time salaried employee of the Lincoln Academy of Illinois who is expected to work on average about 20 hours per week. While there are no set business hours required, it is expected that the Executive Director will be available for Board and Committee meetings and for meetings with the Chancellor as requested.

This position will require some travel to convocation host sites throughout the year and to meetings primarily based in Chicago and Springfield, Illinois. Candidates may work remotely from their home office. No benefits are provided for this position.

## **APPLICATION REQUIREMENTS**

Qualified and interested candidates should submit a cover letter, resume, and at least 3 professional references electronically **no later than Friday, September 10, 2021** to:

Julie Kellner  
Executive Director  
[jkellner@thelincolnacademyofillinois.org](mailto:jkellner@thelincolnacademyofillinois.org)