

*WittKieffer*



Community  
Memorial  
Foundation

# Chief Executive Officer

**LEADERSHIP PROFILE**

MARCH 2025

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# THE OPPORTUNITY

Community Memorial Foundation (CMF) seeks a visionary, community-minded servant leader to serve as its next Chief Executive Officer (CEO) and lead a mission-driven grantmaking foundation dedicated to measurably improving the health and well-being of those living in the western suburbs of Chicago. This opportunity arises due to the planned retirement of CEO Greg DiDomenico, who has played a pivotal role in advancing CMF's impact.

Established in 1995 following the sale of the nonprofit La Grange Memorial Hospital, CMF serves 27 communities across western Cook and southeastern DuPage counties.

CMF has awarded more than \$93 million to nonprofit organizations, supporting direct services and organizational development. Through responsive grantmaking and capacity-building initiatives, the Foundation ensures nonprofits have the resources and infrastructure to deliver effective, sustainable services.

With current assets exceeding \$100 million and a dedicated six-person staff, CMF partners with community organizations, funding partners, healthcare providers, and local leaders to drive transformational impact—working toward the vision that, together with the community, the Foundation will transform the region into the healthiest in the country.

Reporting to the Board of Directors, the CEO should be an exceptional servant leader capable of overseeing a grantmaking foundation with multiple programs. They must work effectively with various stakeholders, including grantees, staff, board members, local funders, community partner agencies, government officials, and community leaders. An excellent leadership team is in place, and the CEO will continue to inspire and guide them to ensure ongoing success. The next CEO will lead the development of a new strategic plan and partner with the Board and staff to set organizational goals for the coming years to continue to grow and expand CMF's impact across western Cook and southeastern DuPage counties.

The ideal candidate will demonstrate a commitment to CMF's mission and a passion for serving others. They must be an adaptable, action-oriented leader, comfortable as the public face of the organization while inspiring and engaging the team of dedicated staff. Key responsibilities include maintaining and enhancing current services, working with the community to identify key areas for impact, providing sound financial stewardship of the foundation's resources, and ensuring the organization operates efficiently and fiscally responsibly. The dynamic environment requires flexibility and adaptability, with the highest integrity, credibility, and trustworthiness standards. This role is an inspiring opportunity for motivated individuals passionate about philanthropy and working in partnership to measurably improve the health of those who live and work in the western suburbs of Chicago. Familiarity with the region is desired but not required.

To express personal interest in this position or to submit a nomination, please refer to the Procedure for Candidacy at the end of this profile.



# ORGANIZATION OVERVIEW

Community Memorial Foundation (CMF) is a private, independent foundation established in 1995 after the sale of La Grange Memorial Hospital, a nonprofit community hospital in La Grange, Illinois. With a local focus, CMF serves 27 communities in Chicago's western suburbs, spanning western Cook County and southeastern DuPage County.

Committed to strengthening community assets and responding to evolving needs, CMF manages approximately **\$100 million in current assets** and has awarded more than **\$93 million in grants** to the region's nonprofit sector. The Foundation believes in the power of collaboration to drive systemic change. In addition to grantmaking, CMF convenes grantees and community stakeholders to leverage existing assets and address regional challenges. Partnering with nonprofits, local funders, schools, faith-based communities, local governments, and businesses, CMF aligns resources and expertise to improve population health and community well-being.

Through community needs assessments and demographic research, the Foundation remains responsive to evolving regional needs, fostering sustainable, data-driven solutions that create long-term impact.

## Mission

Community Memorial Foundation aims to measurably improve the health of those who live and work in the western suburbs of Chicago.

## Vision

Our vision is that the Foundation, together with the community, will transform the region into the healthiest in the country.

## Values

- The Foundation builds community-centered partnerships with non-profit organizations to develop, implement, and sustain creative programs and services that have a measurable impact on the health and well-being of our target communities.
- The Foundation is committed to creating and enhancing equitable communities where all of our neighbors can access high-quality health and human services.
- The Foundation will be attentive to changing social conditions and changing community needs.
- The Foundation will be a good steward of community assets.
- The Foundation will maintain a sense of trust by communicating its policies and procedures.
- All associated with the Foundation will uphold the highest standards of integrity.
- The Foundation will treat grantees with respect, candor and understanding.
- The Foundation practices the principles of gratitude, empathy, and kindness when partnering with grantees, neighbors, and community partners.

## Leadership

A 10-member volunteer board of prominent leaders from the community, healthcare, and business sectors leads the Foundation. Board members bring expertise in finance, government relations, human services, strategic partnerships, and community engagement. They serve as strategic partners to the CEO and lead the organization's governance. Board members can serve up to nine years and may continue contributing as Board Emeriti thereafter.

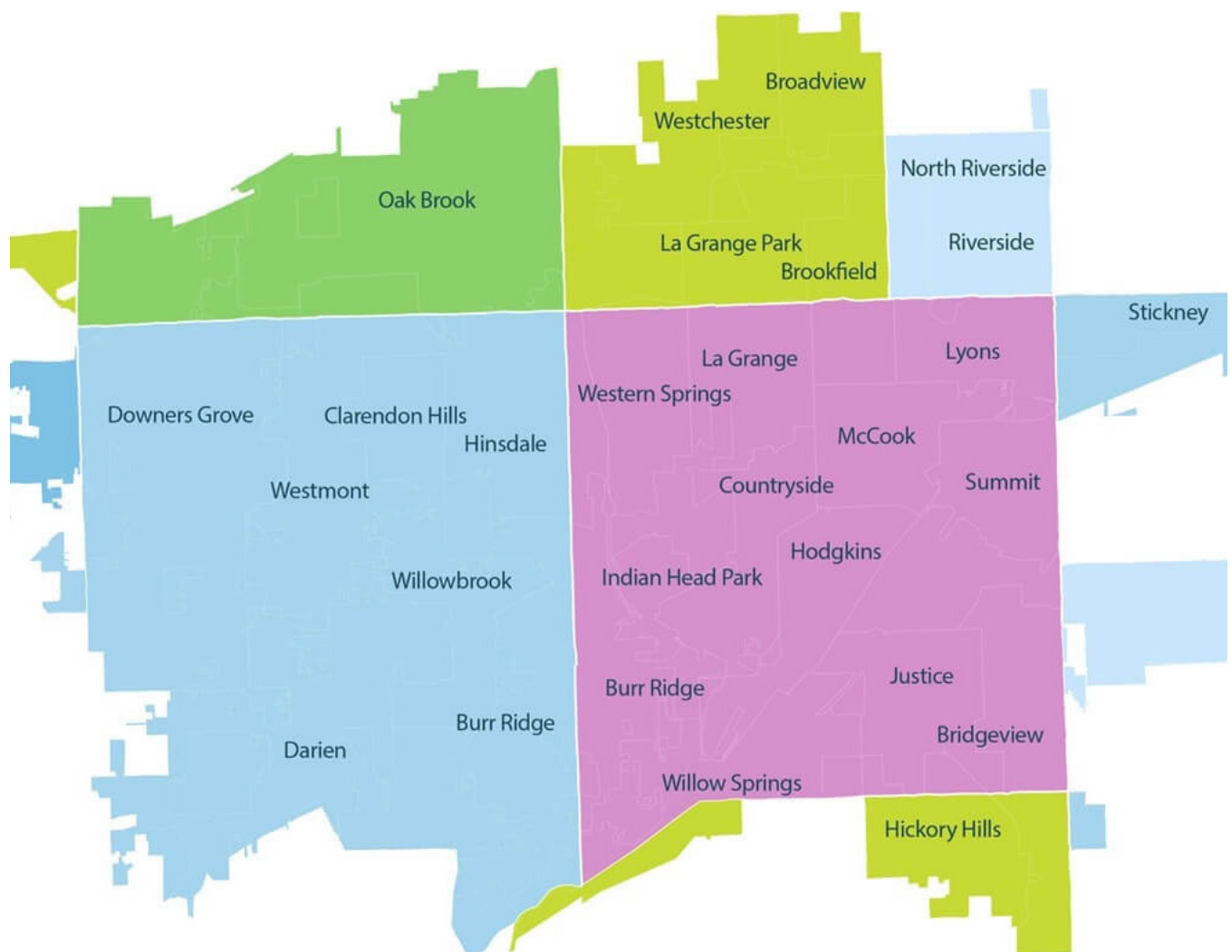
To view the full board, visit <https://cmfdn.org/about-us/cmfdn-board-of-directors/>.

CMF is supported by a dedicated six-person staff, many of whom have been with the Foundation for over ten years. The staff is known for their accessibility and approachability, and for a leadership style characterized by kindness, gratitude, and empathy. This experienced team works alongside grantees and community partners to drive lasting, systemic health and human services change. They are committed to the Foundation's mission and play a crucial role in implementing its strategic initiatives and programs.

## Geographic Focus

CMF serves a diverse region that spans 27 municipalities in the western suburbs of Cook County and southeastern DuPage County, Illinois. This local focus ensures that the Foundation addresses the unique needs of the region's residents.

 **27**  
**COMMUNITIES**  
spanning western Cook and  
southeastern DuPage Counties



## Programs, Impact & Collaborative Partnerships

CMF is dedicated to transforming health and human services in Chicago's western suburbs through strategic grantmaking, community-driven initiatives, and collaborative partnerships. The Foundation supports a range of programs that enhance healthcare access, strengthen nonprofit capacity, develop leaders, and drive data-informed change, all to make the region the healthiest in the country. CMF manages a grantmaking portfolio that includes a Regional Health and Human Services Agenda, a Responsive Grants Program, and a Building Organizational Effectiveness Program.

### Regional Health and Human Services Agenda

The Regional Health and Human Services Agenda outlines the community health priorities within CMF's service areas. This integrated agenda identifies health and human service priorities for the Foundation's service area and highlights corresponding indicators to track progress over a ten-year time frame.

CMF's priorities define the focus for the region's collective action focusing on:

- Communities with Accessible, High-Quality Health and Human Services for All
- Stigma-Free Communities that Promote Good Mental and Behavioral Health and Treat Those in Need
- Well-Nourished and Active Residents, Free of Preventable Chronic Disease
- Safe, Accessible Communities Free from Violence and Preventable Injuries
- Communities with Better Incomes, Jobs, Education, and Housing

### Impact Spotlight: Community Health Worker Initiative + Public/Private Partnership

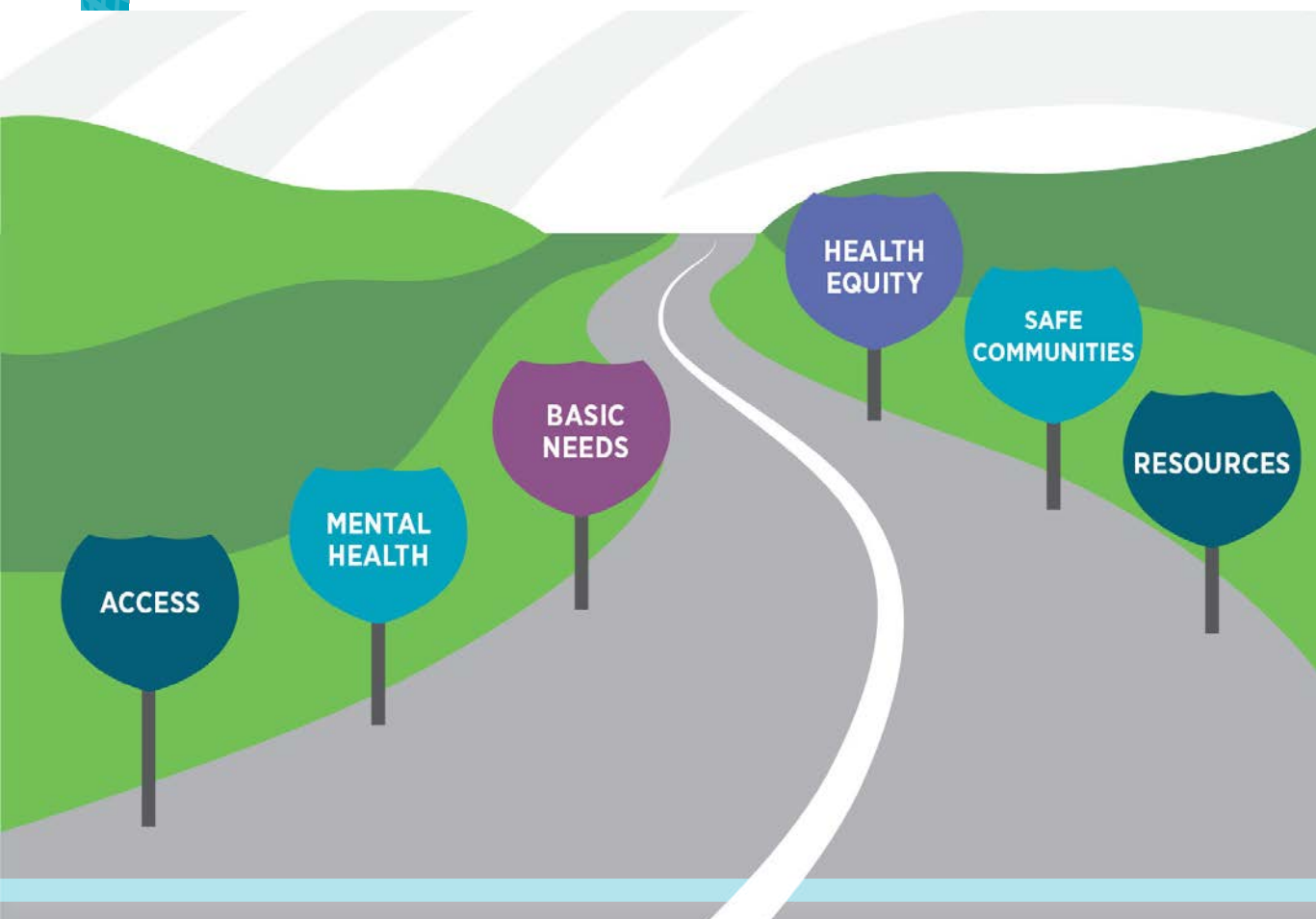
Since 2018, Community Memorial Foundation, the Healthy Communities Foundation, and the Coleman Foundation (over the past three years) have jointly invested in an initiative to engage a community health worker network in west suburban Cook County. The goal is to facilitate access to services and improve the quality and cultural competence of service delivery.

During the COVID pandemic, the Cook County Department of Public Health modeled its CHW program on the Foundation's successful work. Since then, the organizations have integrated elements of their respective programs to support a scope of work that includes CHW core skills and supervisor training, monthly learning collaboratives, and support for new certification and reimbursement policies. To learn more, visit <https://cmfdn.org/our-work/regional-health-and-human-services-agenda/chw/>.

## Responsive Grants Program

CMF provides grants to nonprofit organizations that address essential health and human service needs across its communities. Its funding priorities are designed to create equitable access to care, improve overall well-being, and strengthen community resilience. CMF prioritizes initiatives that promote sustainable, long-term solutions in the following areas:

- **Health Equity** – Reducing the health, social, and economic barriers to optimal well-being and quality of life.
- **Healthcare Access** – Ensuring access to physical, mental, behavioral, and oral healthcare that is high-quality, timely, and affordable.
- **Mental & Behavioral Health** – Supporting programs that address mental health and reduce stigma.
- **Basic Needs** – Ensuring access to nutritious food, stable housing, and self-sufficiency initiatives to mitigate the effects of poverty on health.
- **Safety & Violence Prevention** – Funding initiatives that protect residents from domestic violence, elder abuse, sexual assault, and child abuse.
- **Resource Awareness & Coordination** – Enhancing awareness and connection to existing health and human services resources.



CMF continuously evaluates and assesses community needs, ensuring its investments remain responsive, especially during changing and challenging times. Two key initiatives exemplify CMF's commitment to collaboration and impact, both developed in partnership with community leaders to drive meaningful, lasting change.

### Impact Spotlight: The Living Room & The Loft at 8 Corners

- **The Living Room** – A peer-led crisis respite center, providing free, walk-in support for individuals experiencing mental health crises. Offering a calm, supportive alternative to emergency rooms, The Living Room connects guests with peer specialists and community resources. CMF was pivotal in launching the first Living Room location in western Cook County, in partnership with NAMI Metro Suburban and Pillars Community Health. The Living Room model has now expanded across Illinois and is primarily state-funded, highlighting how CMF's partnership with its grantees is a catalyst for addressing local needs.
- **The Loft at 8 Corners** – A first-of-its-kind adolescent mental health hub, providing free, bilingual services for teens (12-17) and their families. Combining clinical care, peer support, and wellness programs, The Loft was created in partnership with NAMI Metro Suburban and Pillars Community Health. CMF leveraged its investment in the project through partnerships with several local funders, including Healthy Communities Foundation, Illinois Children's Healthcare Foundation, Naffah Family Charitable Foundation, Proviso Township Mental Health Commission, VNA Foundation, Westlake Health Foundation, Cook County Department of Public Health and Mental Health Commission of Lyons Township.





## Building Operational Effectiveness Program – Capacity Building & Leadership Development

The Building Organizational Effectiveness Program provides funding and educational opportunities to help grantee organizations employ best practices and strengthen their internal capacity.

To further enhance and support nonprofits in the region, CMF provides a suite of capacity-building initiatives designed to strengthen nonprofit leadership, governance, and operational effectiveness:

- **Executive Coaching & Emerging Leaders Coaching** – One-on-one coaching for seasoned executives and rising leaders.
- **Leadership Institute** – A structured executive development program focused on governance, financial sustainability, and strategic planning.
- **HR Source Membership** – A foundation-sponsored membership offering human resources guidance, legal support, and compliance assistance.
- **Technical Assistance Grants & Organizational Assessment** – Financial and strategic support to help nonprofits identify strengths, improve services, and increase efficiency.
- **Youth Philanthropy** – CMF's YC2 (Young Community Changemakers) Program empowers high school students to engage in real-world grantmaking. In 2024, participants awarded \$30,000 to nonprofits, funding critical services while cultivating the next generation of civic leaders.
- **High 5 Grant** – A unique one-time operational grant offered to grantees in 2024 so they may recognize and support staff and volunteers.

## Driving Innovation & Systemic Change

CMF leverages data and strategic partnerships to drive evidence-based, systemic health and human services change. By aligning funding strategies with real-time community insights, the Foundation ensures resources are directed where they can create the most significant impact.

- **Regional Health & Human Services Data Dashboard**—A real-time data platform that guides funding decisions and program strategies that align with the Regional Health & Human Services Agenda.





# POSITION SUMMARY

## Reporting Relationships

Reporting to the Board of Directors, direct reports include

- Program Director (2)
  - Communications and Program Officer
- Administration and Finance Director
  - Grants and Operations Manager

## Responsibilities

The successful CEO candidate will have oversight of and be responsible for the following areas:

### Vision & Strategy

Collaborating with the Board of Directors (BOD) and staff, the CEO will align CMF around a compelling vision, engage stakeholders, and make strategic philanthropic decisions to advance its mission. They will develop and implement strategies, ensuring alignment with CMF's mission and culture, fulfilling the current strategic plan, and establishing new strategic, philanthropic priorities and community service opportunities.

### Leadership and Staff Development

The CEO will inspire and empower the staff with authentic and motivational leadership. They will actively partner with the executive staff, engage daily with employees and clients, promote a welcoming work environment, and recruit and retain a high-performing team. Mentoring and professional development will foster a culture of empathy and compassion, recognizing staff achievements, collaboration, and growth.

## Organizational Excellence

In partnership with the staff team, the CEO will oversee the Foundation's daily operations, ensure all resources are utilized efficiently, and optimize technology systems to maximize organizational effectiveness.

## Finance and Operations

In partnership with the Finance & Investment Committee of the Board, lead the Foundation's financial strategy, including budget preparation, investment management, and financial performance monitoring. Ensure the Foundation's financial sustainability and capacity for growth.

## Community Engagement and Advocacy

The CEO will serve as the lead advocate and spokesperson for CMF, engaging in strategic partnerships with local funders and organizations, businesses, educational entities, and government agencies. They will participate in forums, events, and meetings to promote CMF's mission and expand its influence.

## Build Partnerships and Relationships

The CEO will build upon existing Foundation relationships and establish new strategic partnerships with local organizations, businesses, and government agencies. They will ensure clear communication of the Foundation's mission and achievements, fostering collaborative opportunities and maximizing resources.

## Board Collaboration

The CEO will work closely with the Board of Directors, providing regular updates, insights, and strategic advice. They will support the board in governance, fiduciary responsibilities, and strategic oversight, ensuring alignment with organizational goals.

## Policy Development and Compliance

In partnership with the executive leadership team, the CEO will formulate and update policies to reflect best practices, legal standards, and ethical guidelines. They will ensure compliance with all regulatory requirements and grant obligations, maintaining the organization's integrity.





# GOALS AND OBJECTIVES

The following goals and objectives have been identified as priorities for this position:

**Build Relationships:** Learn and understand the history, mission, and values of the Community Memorial Foundation, its programs and services, the diverse communities it serves, its staff, and its partners to build on the organization's culture of support and well-being. Build trust and strong working relationships with key internal and external constituents, especially community health-related ones.

**Lead Strategic Planning & Vision:** Guide the successful execution of CMF's current strategic plan while establishing a foundation for the future. Collaborate with the Board, staff, and community partners to create a new strategic vision that meets evolving community needs and enhances CMF's long-term impact via philanthropy. Conduct a thorough organizational assessment, involving key stakeholders to pinpoint strengths, challenges, and opportunities.

**Deepen Community Engagement & Partnerships:** Develop strong relationships with nonprofit organizations, local leaders, businesses, and government entities to ensure CMF's philanthropic work remains community-driven. Maintain a visible and involved presence, actively participating in community events, forums, and collaborative initiatives. Strengthen partnerships with local funders, businesses, and nonprofits to support regional development and well-being. Serve on key community boards to enhance CMF's influence and impact.

**Advance Grantmaking Excellence:** Ensure CMF's grantmaking processes are streamlined and efficient, making funding accessible and impactful for nonprofit partners. Work with the CMF team to continuously refine the grant review and allocation process, enhancing effectiveness and alignment with community needs. Leverage data-driven decision-making to ensure grants are strategically allocated, maximizing measurable impact and addressing the most pressing regional health and human service challenges.

**Enhance Data-Informed Decision-Making:** Leverage CMF's Regional Health & Human Services Data Dashboard and other data-driven tools to ensure grantmaking and strategic initiatives are aligned with the most address urgent community needs. Employ real-time health, economic, and quality-of-life data to prioritize funding decisions, track progress, and measure impact against national and local benchmarks. Work closely with grantees and community partners to integrate evidence-based decision-making into their programs, ensuring that resources are directed toward sustainable, high-impact solutions.

**Build Program & Capacity-Building Initiatives:** Evaluate and refine CMF's capacity-building programs, ensuring they provide critical support to nonprofit partners. Work closely with grantees to assess their organizational development needs, aligning CMF's resources with their long-term sustainability and effectiveness.

**Ensure Financial Stewardship & Sustainability:** With current assets of approximately \$100 million, CMF is committed to responsible financial stewardship. The CEO will work with the Board and leadership team to ensure fiscal responsibility, resource alignment, and financial transparency, safeguarding CMF's ability to sustain and expand its impact.

**Foster a Culture of Collaboration, Creativity & Innovation:** Empower CMF's team and partners by fostering a culture of philanthropy that embraces collaboration, innovation, and continuous learning. Support open communication and idea-sharing, ensuring staff feel valued, engaged, and inspired to advance the Foundation's mission.





# CANDIDATE QUALIFICATIONS

## Education/Certification

- A bachelor's degree is required.
- A business or nonprofit administration graduate degree is desired but not required.

## Knowledge and Work Experience

- **Prior CEO experience:** Preferred, but consideration will be given to executives with outstanding leadership experience in complex operations, especially demonstrating the ability to make tough decisions.
- **Board experience:** Exposure to and success interacting with a Board is needed.
- **Nonprofit background:** Experience in the nonprofit sector, particularly in community grantmaking and philanthropy, is highly desirable.
- **Regional connection:** While not required, a connection to the Chicago area is beneficial.
- **Leadership experience:** Minimum of 10 years of progressive leadership experience in a foundation, the nonprofit sector, healthcare, public health, or related fields, with at least five years in executive leadership.
- **Strategic planning and management:** Demonstrated track record of strategic planning, organizational management, and program development.
- **Community health knowledge:** Strong understanding of community health issues, social determinants of health, and healthcare delivery systems.
- **Communication skills:** Excellent communication, interpersonal, and relationship-building skills.
- **Partnership and resource mobilization:** Proven ability to cultivate partnerships, mobilize resources, and engage community-based stakeholders effectively.

## Leadership Skills and Competencies

**Visionary Leadership:** Ability to develop and articulate a compelling vision for the organization's future direction. Strategic thinking to anticipate and capitalize on opportunities for advancing the foundation's mission. Inspires and motivates others to rally behind the vision and work towards common goals.

**Servant Leadership:** Focused on serving the community and stakeholders, they prioritize the well-being and development of others, fostering a supportive and collaborative environment. They do not seek personal recognition but are dedicated to the mission and the people they serve.

**Strategic Planning and Execution:** Proficiency in developing and translating strategic plans into actionable goals and objectives. Capacity to assess the competitive landscape, identify trends, and make informed decisions to drive organizational success. Demonstrated ability to allocate resources effectively and prioritize initiatives based on strategic priorities. Fosters a culture of accountability aligned with strategic goals, holding self and others to commitments.

**Community Engagement and Relationship Building:** Strong interpersonal and communication skills to engage with diverse stakeholders, including community leaders, partners, funders, and beneficiaries. Builds and maintains trust-based relationships to foster collaboration, garner support, and mobilize resources for the foundation's initiatives. Actively listens to community needs and perspectives, demonstrating empathy and cultural competence.

**Partnership Development and Collaboration:** Proven track record of cultivating strategic partnerships and alliances with key stakeholders, including healthcare providers, government agencies, non-profit organizations, and corporate entities. Collaborative mindset to leverage collective expertise, resources, and networks to achieve shared goals and maximize impact. Negotiation skills to navigate complex partnerships, agreements, and joint initiatives for mutual benefit.

**Financial Management and Resource Mobilization:** Sound financial acumen to oversee budgeting, financial planning, and resource allocation processes. Ensures fiscal responsibility, transparency, and accountability in managing the foundation's financial resources.

**Change Leadership and Innovation:** Agility and adaptability to navigate change, uncertainty, and disruption in the healthcare landscape. Champions innovation and continuous improvement to address evolving community needs and challenges. Encourages experimentation, learning, and risk-taking to drive innovation and drive organizational effectiveness.

**Team Building and Talent Development:** Strong people management skills to recruit, develop, and retain a high-performing team of professionals. Creates a culture of collaboration, accountability, and empowerment where individuals can thrive and contribute their best. Provides mentorship, coaching, and professional development opportunities to support staff growth and career advancement.

**Ethical Leadership and Integrity:** Demonstrates unwavering integrity, honesty, and ethical conduct in all interactions and decision-making. Upholds the highest standards of professionalism, transparency, and accountability in managing the foundation's affairs. Leads by example, inspiring trust and confidence among stakeholders and fostering a culture of ethical behavior throughout the organization.

**Communication and Advocacy:** Exceptional verbal and written communication skills to effectively convey complex ideas, information, and messages to diverse audiences. Advocates for the foundation's mission, priorities, and initiatives through public speaking, media engagement, and other communication channels. Builds awareness, support, and momentum for key initiatives, mobilizing stakeholders to take action and create positive change.

**Resilience and Emotional Intelligence:** Maintains composure, resilience, and grace under pressure, navigating challenges and setbacks with poise and confidence. Demonstrates emotional intelligence, empathy, and self-awareness in understanding and managing one's own emotions and those of others. Adapts to diverse personalities, perspectives, and work styles, fostering a culture of inclusivity, respect, and collaboration within the organization.







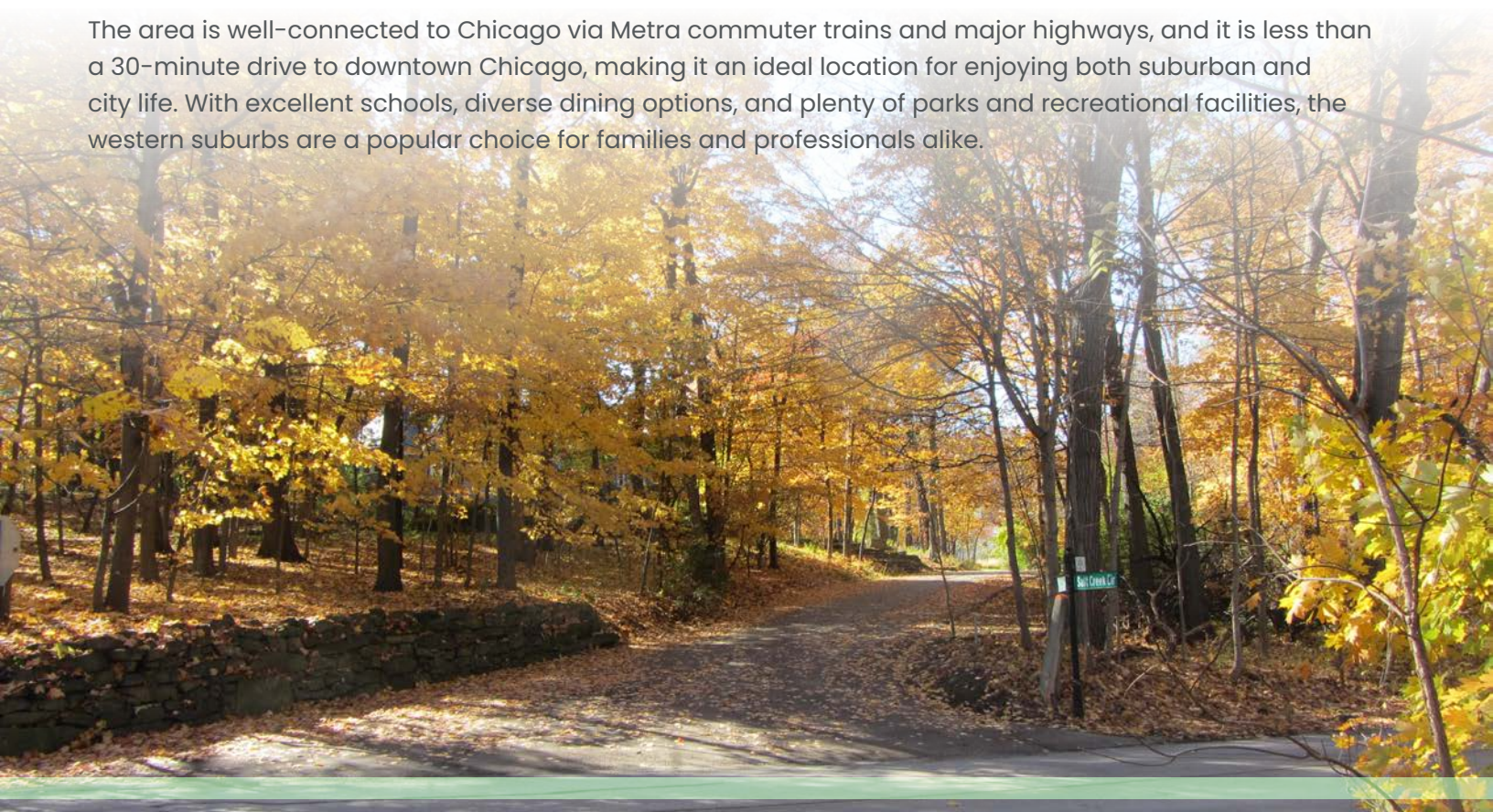
# THE COMMUNITY

Foundation team members live and work in communities across the greater Chicagoland area, including the Western Suburbs.

## Western Suburbs

The western suburbs of Chicago offer a blend of urban convenience and historic charm. This region includes a variety of communities such as Downers Grove, LaGrange, Hinsdale, Riverside, Western Springs, and Oak Brook, each with its own unique character and attractions. With a range of housing options, from historic homes to new developments, these suburbs provide a welcoming environment for families, young professionals, and retirees alike.

The area is well-connected to Chicago via Metra commuter trains and major highways, and it is less than a 30-minute drive to downtown Chicago, making it an ideal location for enjoying both suburban and city life. With excellent schools, diverse dining options, and plenty of parks and recreational facilities, the western suburbs are a popular choice for families and professionals alike.



## Chicago, Illinois

The City of Chicago, with a population of 2.5 million, anchors the third largest metropolitan area in the United States, with almost nine million people. Located on the shores of Lake Michigan, it is a racially, ethnically, religiously, and culturally diverse community. Greater Chicago is home to world-class medical facilities, museums, and performing arts organizations. Chicago is also home to the internationally acclaimed Chicago Symphony Orchestra and the Lyric Opera, renowned architecture, award-winning theater, distinctive cuisine, and much more. It is recognized across the United States and the world as a passionate sports town with five major sporting franchises – the Bulls, Cubs, White Sox, Blackhawks, and Bears.

Chicago offers residents and visitors:

- The Art Institute of Chicago, Shedd Aquarium, Field Museum, Griffin Museum of Science and Industry, Adler Planetarium and many other outstanding museums.
- More than 200 theaters including The Goodman and Steppenwolf.
- Two zoos in Brookfield and Lincoln Park.
- Seventy-seven community areas containing more than 100 neighborhoods.
- Twenty-six miles of largely protected beautiful lakefront designed by Daniel Burnham and 15 miles of beaches.
- Nineteen miles of lakefront bicycle paths.
- Five hundred fifty-two parks.





# PROCEDURE FOR CANDIDACY

WittKieffer is assisting the Community Memorial Foundation with this search. Please direct all nominations and resumes to Adriane Willig, Ashley Buderus, and Roxana Woudstra, preferably via e-mail to [CMFoundation\\_CEO@wittkieffer.com](mailto:CMFoundation_CEO@wittkieffer.com). Interested parties may also apply via the WittKieffer candidate portal, which can be accessed [here](#).

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The anticipated salary range for this role is in the low-to-mid \$200,000s, plus bonus and benefits, commensurate with experience.

*Community Memorial Foundation values diversity and is committed to equal opportunity for all persons regardless of age, color, disability, ethnicity, marital status, national origin, race, religion, sex, sexual orientation, veteran status or any other status protected by law.*

The material presented in this leadership profile should be relied on for informational purposes only. This material has been copied, compiled, or quoted in part from Community Memorial Foundation documents and personal interviews and is believed to be reliable. While every effort has been made to ensure the accuracy of this information, the original source documents and factual situations govern.

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