



share
our
spare™

POSITION PROFILE
EXECUTIVE DIRECTOR
CHICAGO, IL



MANEVA

shareourspare™

Share Our Spare (SOS) ensures that every Chicago-area child, ages 0–5, has the essential items they need to support their health, development, and a strong start in life. This dynamic, Chicago-based nonprofit collects new and gently used infant and toddler items from individuals, community organizations, and corporations, distributing them to families experiencing poverty through a network of volunteers, social service agencies, and community partners.

Serving families across metro Chicago, SOS provides essentials to nearly 20,000 children each year. Donations, including diapers, wipes, clothing, and gear, are carefully collected, sorted, quality-checked, and organized at the “Sharehouse”, SOS’s central hub. From there, items are distributed to families in need via over 200 nonprofit partners, ensuring support reaches those who need it most in an efficient and reliable manner. SOS intentionally works through partner organizations rather than serving families directly. This strategic approach allows SOS to do more than provide immediate essentials: it ensures that children and families also have access to the additional services and support they need to thrive. This helps connect SOS families to resources such as healthcare, education, housing assistance, and family-support programs, helping to address the root causes of poverty and create pathways to long-term stability.

The Sharehouse, a 10,000-square-foot facility in the Old Irving Park neighborhood of Chicago, is more than a warehouse - it is a welcoming, ADA-accessible space for over 150+ weekly visitors. Volunteers contribute, agency partners “shop” for items, and community members gather for meetings and group activities, sharing ideas and resources. SOS is committed to working closely with its partners, filling critical gaps in services, and creating a space that fosters connection, learning, and collaboration.

Founded on the principle that communities thrive when families have access to what they need to raise healthy, happy children, Share Our Spare combines operational excellence with compassion and a mission-driven culture. Its dedicated staff, volunteers, and partners are deeply committed to supporting families in ways that are tangible, meaningful, and lasting - ensuring that every child has the opportunity to thrive from the very start.



For more information visit the Share Our Spare [website](#).

EXECUTIVE DIRECTOR

Share Our Spare is at a pivotal point in its growth. The organization seeks an Executive Director who will lead with vision, empathy, and operational rigor to strengthen programs, expand impact, and build strategic relationships across Chicago and beyond.

The next Executive Director will join a growing and high-performing team, collaborating closely with staff, volunteers, board members, and community partners. Managing a budget of just over \$5 million, this is a hands-on leadership role requiring both strategic foresight and a willingness to engage directly in operations, fundraising, and volunteer mobilization. The ED will have the opportunity to shape the organization's next chapter, including:

- **Driving Mission-Aligned Growth and Impact:** Expanding Share Our Spare's reach while ensuring excellence in program delivery and outcomes. Building systems to support scaling, including operational infrastructure, staff development, and program evaluation.
- **Strengthening External Leadership and Advocacy:** Serving as the public face of the organization, deepening relationships with donors, corporate partners, foundations, and policy stakeholders. Championing advocacy and thought leadership on issues affecting families in the first five years of life.



EXECUTIVE DIRECTOR

- **Leading Fundraising and Resource Development:** Implementing innovative strategies to diversify revenue streams, including major gifts, foundation support, corporate sponsorships, and community engagement. Cultivating a culture of philanthropy that maximizes both financial resources and volunteer engagement.
- **Fostering a Positive and Collaborative Culture:** Supporting a close-knit team through partnership, transparency, coaching, and professional development. Maintaining a culture of respect, accountability, and shared purpose, and ensuring strong alignment between staff and board.
- **Enhancing Organizational Systems and Operations:** Optimizing warehouse operations, inventory management, and program logistics. Implementing best practices in HR, technology, and volunteer coordination to ensure efficiency and sustainability.

This role offers a unique opportunity to make a tangible difference in the lives of thousands of young children and their families across Chicago while influencing the broader early childhood support ecosystem. The next ED will combine operational leadership with strategic vision to sustain the organization's successes and unlock its full potential as a high-impact, community-centered nonprofit.



LEADERSHIP PROFILE

While no single candidate will bring every competency, strong candidates will see themselves reflected in the following characteristics:

Strategic Vision & Operational Expertise

- Demonstrates experience leading a growing nonprofit, balancing innovation with operational needs.
- Brings a clear understanding of operational systems and scaling strategies.
- Able to translate mission into actionable goals and sustainable organizational practices.

Fundraising & Relationship Building

- Proven track record of engaging donors, foundations, and corporate partners to secure funding and build lasting relationships. A leader with confidence who is comfortable making the ask and articulating a clear case for support while inspiring investment in the mission.
- Comfortable developing multi-year fundraising strategies and cultivating new revenue opportunities.
- Skilled in public representation, advocacy, and networking across diverse constituencies.

Community Centered Leadership

- Demonstrates cultural humility and a commitment to equity, access, and inclusion.
- Builds authentic, collaborative partnerships with the team, volunteers, community leaders, and families.
- Champions an organizational culture that values passion, dedication, and service.

Team Development & Empowerment

- Invests in staff development, coaching, and retention to maintain a high-performing, mission-driven team.
- Leads with humility, transparency, and respect for existing institutional knowledge.
- Fosters a collaborative, positive environment that motivates staff and volunteers alike.

Inspired & Inspiring

- Deeply aligns with Share Our Spare's mission and understands the impact of early childhood essentials on families' lives.
- Brings a balance of warmth, approachability, and vision, inspiring staff, volunteers, and stakeholders to achieve organizational goals.

LOCATION, COMPENSATION & BENEFITS

This is a hybrid role based in Chicago's Old Irving Park neighborhood. Share Our Spare's offices are located at 3800 N Milwaukee Ave, Chicago, IL 60641.

Salary for this role is based on a variety of factors including, but not limited to, skill set, level, and years of previous/applicable experience. The salary range for this role is between \$150,000 – \$175,000, accompanied by a strong benefits package and bonus potential.

HOW TO EXPRESS INTEREST

To express your interest and explore this opportunity, please submit your **resume** and **cover letter** [here](#).

All inquiries and discussions will be handled with the utmost confidentiality. This position is available immediately, and applications will be reviewed on a rolling basis until the role is filled.

We look forward to receiving your inquiries!



ABOUT MANEVA GROUP

Maneva Group is a leading woman and minority owned executive search firm dedicated to connecting exceptional talent with organizations committed to making a meaningful impact. Through a consultative and client-focused approach, Maneva Group partners with mission-driven organizations to build transformative leadership teams.

Our name, Maneva, comes from the combination of two Sanskrit words: **“Mānav”** meaning mankind & **“Sevā”** meaning service. We are driven by the ideal of our name - **service to humanity**.