Development Guild




EXECUTIVE SEARCH · POSITION ANNOUNCEMENT

# Executive Director

A DEVELOPMENT GUILD SEARCH FOR MINDHAVEN

Evanston, Illinois | 2026

COMPENSATION

$170,000 – $180,000

Development Guild

# 01

THE OPPORTUNITY

# Reimagining Memory Care

AT A GLANCE

ORGANIZATION

Mindhaven

LOCATION

Evanston, Illinois

FOUNDED BY

John D. Brubaker Family Foundation

REPORTS TO

Board of Directors

THE ROLE

Inaugural Executive Director

THE MANDATE

## Mindhaven seeks its inaugural Executive Director to bring a new model of memory care to life — empathetic clinical care, support for care partners, and community connection in a warm, welcoming sanctuary.

ABOUT MINDHAVEN

Envisioned and supported by the John D. Brubaker Family Foundation, Mindhaven is a nonprofit reimagining the experience of memory loss — providing support for patients and care partners alongside empathetic clinical care in a community-oriented location in Evanston, Illinois.

Mindhaven honors the legacy of John D. “Jake” Brubaker, who passed away from complications of Alzheimer’s disease in 2020. Though Jake received excellent care, his family came to understand the challenges facing those with memory loss — limited support for care partners, and gaps in a holistic continuum of care.

In response, the Foundation’s trustees imagined a new kind of memory care center — one that engages the broader community as a sanctuary, not a clinical setting, embedded in the community and open to all.



02 THE VISION

# A Sanctuary, Not a Clinic

Mindhaven weaves together places to heal, gather, and belong — a warm setting where the clinical and caring aspects of memory care come together, with living plants throughout.

## THE CENTER WILL INCLUDE

### The Garden

A calm, contemplative heart honoring nature.

### The Nests

Quiet nooks to relax and rejuvenate.

### The Café

A public coffee bar, open to all.

### The Clinic

Care in a comfortable, familial environment.

### Convening Spaces

Art therapy, classes, concerts, and workshops.

### Open to All

A community resource across Evanston.

# About the Position

At a pivotal moment in its design and planning, Mindhaven seeks an Executive Director to translate its vision into a functioning organization. As one of its first full-time employees, this leader will shape direction, build infrastructure, and prepare to welcome patients, care partners, and community.

The role combines strategic leadership with hands-on execution — developing the business plan and budget, building community partnerships, recruiting staff, and establishing an enduring clinical partnership, all while serving as Mindhaven's public representative.

## KEY RESPONSIBILITIES

### Build the Organization

- Translate the vision into a launch plan.
- Develop the business plan and budget.
- Build accountable, welcoming operations.

### Forge the Partnerships

- Establish a lasting clinical partnership.
- Assemble community program partners.
- Represent Mindhaven publicly.

### Shape the Culture

- Recruit and support mission-driven staff.
- Foster collaboration and new ideas.
- Build an inclusive culture of dignity.



## Lead with purpose, compassion, and integrity.

THE GARDEN AT THE HEART OF THE CENTER

04 THE CANDIDATE

# Key Qualifications

A leader defined as much by sensibility as by skill.

- Care, empathy, and compassion for those impacted by memory disorders.
- Experience launching a complex new venture, ideally with a clinical component.
- Proven ability to manage business plans, budgets, and timelines.
- Initiative and independence, balanced with sound judgment.
- Attention to detail and problem-solving across shifting priorities.
- Negotiation and management skills; mentoring teams and engaging partners.
- Ability to build trust with a Board, partners, staff, and volunteers.
- Communication skills to convey a vision and represent the organization.
- A warm, welcoming style and genuine commitment to diversity and inclusion.

COMPENSATION

## $170,000 – $180,000

Relocation and comprehensive benefits provided; compensation above this range may be considered based on experience.




A COMMUNITY GATHERING PLACE



YOUR SEARCH LEAD

# Myra T. Briggs

EXECUTIVE DIRECTOR OF EXECUTIVE SEARCH
PRINCIPAL · DEVELOPMENT GUILD

Myra T. Briggs leads Development Guild's executive search practice, with more than two decades of experience helping mission-driven organizations attract and retain exceptional leaders. A principal of the firm, she partners with boards nationwide to recruit senior leaders — from CEOs and Executive Directors to chief advancement officers.

Her approach is strategic and deeply relational. She listens for what an organization truly needs in its next leader — especially in moments of growth, transition, or launch — and guides boards through the people, culture, and governance dynamics that decide whether a leadership transition succeeds.

Her work spans the mission-driven sector — health, education, housing and community development, and the arts — and she brings a warmth and rigor that reflects the very qualities this search is built to find.

## Executive search is, above all, about trust.

Myra partners closely with boards and search committees — listening deeply, moving with care, and placing leaders built to last.

## Express Interest

All inquiries are held in strict confidence.

TO APPLY
**developmentguild.com** /current-searches

TO INQUIRE OR NOMINATE
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ABOUT DEVELOPMENT GUILD

## Since 1978, Development Guild has partnered exclusively with nonprofits — in executive search, fundraising, and strategy.

| 1978 | 2,700+ | 100% | 3 |
|---|---|---|---|
| FOUNDED | ENGAGEMENTS | NONPROFIT | PRACTICES |

OUR PRACTICES

### Executive Search

Recruiting exceptional leaders for mission-driven organizations.

### Fundraising

Campaign feasibility and advancement counsel that build capacity.

### Strategy

Charting direction with clarity, rigor, and measurable impact.