Executive Director

Position Profile

July 2015
St. Francis Children’s Center (SFCC or the Center), a 501(c)3 founded in 1968, serves children with special needs from birth through kindergarten in their center-based programs, and birth to 18 years of age in their community-based programs. The center-based programs also serve children without disabilities to provide typically developing peer models during the educational and therapeutic process. St. Francis Children’s Center is non-profit, non-sectarian and serves over 1,100 children annually from Milwaukee, Ozaukee and Washington counties and is accredited through the National Accreditation Commission (NAC). SFCC also has a Five Star / “meets highest levels of quality standards” rating with YoungStar – Wisconsin’s childcare quality rating and improvement system. Throughout our forty-seven year history, SFCC has never lost sight of its mission and remains as committed today as we were then to maximizing the learning potential of every child we serve. Recently, SFCC was named one of the “Top Work Places – 2015” in Southeastern Wisconsin by the Milwaukee Journal Sentinel.

Our mission is to serve and educate children with special needs in inclusive environments enabling them to reach their greatest potential. Forty percent of the $3.2m annual operating budget comes from government sources, 40% from tuition paid by families, and 20% from fundraising.

Our current Executive Director, Gerry Coon, will step down from his role at the end of July. Gerry has been a stellar leader at the Center and in this community since 1999. He will be leaving to become the President/CEO of Diverse and Resilient. Gerry embodies the spirit and drive upon which St. Francis Children’s Center was founded and he will be missed by the Board of Directors, parents & children, community members and everyone he has worked with.

To learn more about SFCC, please visit the website at https://www.sfcckids.org/.
POSITION SUMMARY

The new Executive Director will be directly responsible for services to children, for the financial management, marketing and development, public and community relations, physical plant, and supervision of non-program activities at the Center. In cooperation with the senior staff, the Executive Director is responsible for overseeing all operations and implementing all policies set by the Board of Directors of SFCC.

The mission and philosophy of St. Francis Children’s Center requires this leader to perform in both a professional and personable manner. The way he or she relates to fellow employees, students, and visitors is considered parallel in importance to technical knowledge and abilities. Respect and consideration given to the dignity of each student, visitor and staff member is a requisite of successful job performance. In addition, strict client confidentiality must be maintained along with a leadership culture built on collaboration.

A successful candidate will have the ability to make complex decisions swiftly, sometimes with limited information. He or she needs to inspire a culture where change brings opportunity. The Executive Director's primary responsibilities include providing visionary leadership for SFCC, leading strategic directions and supervising daily operations that include financial oversight, program development, staff supervision and fund development. The Executive Director has a variety of leadership roles both inside and outside of the organization that advances new program development, connects to new services and funding opportunities, and fosters critical partnerships in the community.

Finally, the Executive Director is responsible for, and has authority to perform all of the responsibilities outlined in the following profile.

ESSENTIAL LEADERSHIP RESPONSIBILITIES

A. Leadership and Strategic Direction Responsibilities

1. Directly supervises and oversees all subcontracts with therapy agencies and other business contacts.
2. Develops, in conjunction with the Board of Directors and senior staff, strategic planning for the entire operation of the Center.
3. Monitors, in conjunction with the senior staff, all staff performance reviews and salary analyses.
4. Coordinates all SFCC record keeping, including operations of SFCC technology systems.
5. Facilitates changes in routines and systems to accommodate needs of the school.
6. Partners with the Board and the senior staff to provide leadership, vision and direction for the Center.
7. Develops strategy in response to environmental trends as well as community needs.
8. Leads with drive, energy, enthusiasm and spirit.

B. Operations, Program Oversight and Compliance Responsibilities

1. Monitors the collection of payments, setting of fees and all billing related issues.
2. Develops, in conjunction with the Board of Directors and the senior staff team, programs to increase resource generation.
3. Continually interacts and builds relationships with co-workers, colleagues, parents, children, and partners in a positive manner.
4. Provides information and counsel to the Board to facilitate its decision making processes.
5. Ensures full accountability to federal, state and local mandates.
6. Develops and retains a diverse staff of competent individuals of high integrity, able to work independently and as a team and who are committed to SFCC and its mission.
7. Maintains relationships with each person supervised to foster the strong balance of support, teamwork, guidance, and autonomy.
8. Directly oversees, in conjunction with the Principal/Program Director, the annual government contract applications with Counties and school systems.

C. Community and Board Responsibilities

1. Represents SFCC at external meetings and functions, including presentations to groups in an effort to disseminate information and awareness about the Center.
2. Assures the organization and its programs, products and services are consistently presented in a strong, positive image to relevant stakeholders, including partner organizations, policymakers, the media, and potential funders.
3. Keeps the Board fully informed on significant internal issues and important external developments.
4. Maintains a visible leadership position for SFCC through proactive external relations on mission-related topics.
5. Supports the Board of Directors in its governance role and fosters its ongoing growth and development.
6. Supervises the Director of Development in the creation of public relations/marketing materials, including social media opportunities, to provide current information on the needs and the achievements of the Center.
D. Financial and Fund Development Responsibilities

1. Personally solicits individual, major gifts to the Center and successfully stewards those relationships in an ongoing, mutually-beneficial manner.
2. Develops a diversified revenue plan and base for support.
3. Oversees all fundraising goals and objectives and directly supervises the Director of Development and Marketing.
4. Establishes an annual, comprehensive fundraising plan that is endorsed by the Board.
5. Maintains financial oversight over the annual operating budget to ensure expenditures are within budget using accepted accounting practices.
6. Reviews, analyzes and reports anticipated and/or immediate variances from the approved budget.
7. Reviews cash flow status and shares the monthly financial statements with senior staff leaders to make adjustments when necessary.

MINIMUM SKILLS AND QUALIFICATIONS

1. An undergraduate degree is required. A Master’s degree is preferred.
2. Strong administrative management skills, including interpersonal skills necessary to work with people of diverse cultural and educational backgrounds.
3. Knowledge of, and/or experience with, the operations and culture of a not-for-profit organization.
4. Adherence to the highest levels of integrity, ethics and the well-being and care of children.
5. Understanding of partnerships with governmental agencies and entities.
6. Experience managing a complex operation and annual operating budget.

APPLICATION GUIDELINES

For full consideration for this position, all of the following materials must be received, electronically, by 5:00 p.m., CST on July 29, 2015: Please send to: SFCC@leadingtransitions.com

1) A letter describing your interest in the Center and why you are fit for this Executive Director position. Please include where you heard about this opportunity;
2) A description of your salary parameters;
3) A detailed and updated resume; and
4) The names of, your relationship with and contact information for three professional references.

Attention: Mindy Lubar Price, President and CEO
Leading Transitions LLC, Search SFCC7
544 E. Ogden Avenue, Suite 700-350
Milwaukee, WI 53202

** References will not be contacted without prior notification
** Background checks will subsequently be performed, with candidate permission.