

# Executive Director Position Profile



Neighborhood House  
OF MILWAUKEE

January 2022

## Organizational Overview

Neighborhood House of Milwaukee (NH) inspires discovery in children and families of all backgrounds, encouraging lifelong learning and confident leadership. NH recently celebrated its 75<sup>th</sup> Anniversary and is in excellent financial condition and operating all its programs successfully under COVID pandemic precautions. Founded in 1945 as a community center for urban youth, families, and seniors, we expanded our service footprint and programming to include high quality early childcare, after school programs for youth and teens, adult education for refugees, parenting support and environmental, music and arts education, recreational and sports activities for families and school districts throughout the Milwaukee metropolitan area. Notably, NH is the largest educator of refugees in the State of Wisconsin and our preschool program is YoungStar 5-rated and is part of a Next Door's Early Head Start Program partnership.



NH has an annual operating budget of \$2.6 million and has 50 full and part-time staff. NH is supported by hundreds of community volunteers annually, and recently boosted its endowment to \$1.6 million. In addition, NH opened a new Food Pantry following the unexpected closure of the only nearby pantry. NH's food pantry served nearly 3,000 residents, unduplicated, in its first year. Moreover, our 90-acre Nature Center and Lodge in the central Kettle Moraine of Dodge County is a key part of the strong environmental ethic that has been part of our overall efforts since the 1960s.

We believe the power of unleashing the full potential and full expression of one person has benefits that carry over into other aspects of life, including a better sense of belonging to self and community. Whether we are a safe refuge or a pathway for more opportunity, all those served have the same access to our diverse community of exceptional childcare and educational enrichment designed for long-term success.

Please visit [www.neighborhoodhousemke.org/](http://www.neighborhoodhousemke.org/) to learn more.



### Position Overview

Under the direction of the NH Board of Directors, the Executive Director (ED) provides effective and strong leadership to achieve the agency's vision and mission. The ED is ultimately responsible for the overall operation of the agency in accordance with the agency's goals, priorities, and resources. The ED serves as chief fundraiser and spokesperson for the agency and effectively communicates the vision and mission to others. The ED is involved in key issues of concern in the NH service community as well as the broader community, and when appropriate, takes on an active leadership role. This position maintains a high level of visibility with the funding community and works to continuously improve upon the impact NH achieves toward its mission. The ED will be a visionary who leads with compassion, integrity, and energy. They will earn the respect of community leaders, partner agencies, major donors and the families NH serves. The ED will leverage and build upon the strong momentum created by NH's staff, Board, and supporters.



### Responsibilities

- Works with the Board of Directors to provide leadership and clarity to the staff, donors, participants, and other stakeholders regarding the overall strategies that will be utilized to achieve the vision, mission, and annual goals.
- Provides direction and supervision to the staff leadership team to successfully implement operational strategies to accomplish programmatic, fund development, business operations, and financial goals.
- The ED serves as the chief fund raiser for the agency by developing positive and effective relationships with board members, individuals, foundations, businesses, and state and local funding sources, to secure adequate resources to support mission and goals.
- Serves as the primary liaison and support person for the Board of Directors, in partnership with the NH Board President.
- Works collaboratively with community institutions to develop strategies, initiatives, and programming that promotes the well-being of individuals and families and that serves the interest and healthy development of the NH service community.
- Represents NH on external committees in the community to achieve program goals, promote strategic issues, and advance the well-being of the community and its members.
- Determines the overall strategy and direction for procuring and implementing private, local, state, and federal grants, with NH staff.
- Ensures that the agency has appropriate systems to gather programmatic, data and processes to analyze information to determine program, outcomes, and effectiveness.
- Monitors financial operations and takes a leadership role in the annual budget preparation process.



- Ensures that financial resources are both acquired and utilized in ways that are in the best interest of the organization and its participants.
- Negotiates contracts and agreements on behalf of NH.
- Promotes multi organization collaboration and information exchange.
- Participates in strategic planning and action in effort to impact social policy related to NH's mission.



### Abilities and Attributes

- Postsecondary education.
- Experience in a senior leadership role at a non-profit organization for a minimum of 5 years.
- Experience in a leadership role working in a neighborhood center/settlement house or similar environment, preferred.
- Demonstrated ability to lead a multifaceted non-profit organization that serves a diverse clientele and the ability to make complex, strategic decisions.
- Mission driven with ability to inspire and motivate staff and grow effective relationships with stakeholders and participants.
- Ability to effectively fundraise at a high level of competence and comfort.
- Possess total integrity and commitment to the evolution and transformation of urban neighborhoods.
- Ability to engage in strategies that address contemporary urban challenges and possess the

ability to think strategically and programmatically.

- Knowledge of community change and empowerment concepts and theory, and strategies to engage neighborhood stakeholders in needs assessment.
- Foundational knowledge and experience in fund development and donor relations.
- Excellent oral, written, and interpersonal communication skills, with the ability to communicate in multiple languages, preferred.
- Understanding of local and state licensing and regulatory authorities governing programs for children, youth, and food preparation, preferred.
- Strong connections to Milwaukee and the NH service community, or the ability and willingness to quickly work to build these important connections.





## Instructions for Applicants

Please email all items below, combined into one document, to [nhed@leadingtransitions.com](mailto:nhed@leadingtransitions.com) no later than **1:00 p.m. CT on February 3, 2022**: A letter **describing your qualifications** for this Executive Director position addressed to: Mindy Lubar Price, Leading Transitions LLC, 1345 North Jefferson St., Suite 350 Milwaukee, WI 53202; a **detailed and updated resume**; and the names of, your relationship to, and the contact information for, **three professional references**. Applications will be accepted until the position is filled.

Please note: References will not be contacted until a candidate has been notified; All offers of employment are contingent upon clear results of thorough background checks; All inquiries and interactions with potential candidates are kept in strict confidence.

NH encourages applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship, disability, veteran status, and record of arrest or conviction. Applicants are not required or expected to provide any current salary and compensation information, or salary history during any phase of the recruitment process. Candidates may provide salary expectations or request information regarding the salary for the position(s) to which they are applying.

This position offers a competitive salary, and a generous benefits package. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Primarily office setting and may have extensive periods of time working outdoors in the neighborhood settings. NH is an Affirmative Action and Equal Opportunity Employer.

*Leading Transitions is committed to the vitality of mission-based, nonprofit, philanthropic and community-centered efforts and organizations, and their leaders. The firm's inclusive practices provide the flexibility and creativity necessary to adapt to the intricacies and dynamics of any community. We believe that periods of change are transformational and bring great new opportunities.*

