

GRAND AVENUE *club*

A community that works

Executive Director Position Profile

May 2022

Club and Position Overview

Since 1991, Grand Avenue Club (GAC) has been helping Milwaukee County adults who experience mental illness lead productive and satisfying lives. GAC is a nonprofit organization seeking an Executive Director to follow the retirement of our Founding Executive Director in June 2022. The Executive Director will have operational and strategic responsibility for the day-to-day management of GAC, as well as responsibility for the long-range vision for growth and success. The Executive Director must be a passionate, dynamic, empathetic and committed individual who believes in the Clubhouse International Standards (See: <https://clubhouse-intl.org/resources/qualitystandards/>) as a means of ongoing recovery for adults living with mental illness, and embraces the mission of GAC to provide its members with pre-vocational, employment, educational, recreational, cultural and wellness opportunities

GAC is a powerful demonstration of the fact that people with mental illness can and do lead productive lives. Clubhouses provide members with opportunities to build long-term relationships that, in turn, support them in obtaining employment, education, and housing. The Executive Director understands the challenges facing people with mental illness (in general and specifically in Milwaukee, WI) and leads the team that fosters, strengthens, and builds on the culture and community that is GAC. The Executive Director shall be the leader who can express the capacity and impact of the Clubhouse Model to members, staff, board members, funders, employment/educational partners, the greater Milwaukee community, and donors.

The Executive Director will assure that membership in the Clubhouse gives a person experiencing mental illness the opportunity to share in created successes for the community and at the same time, receive the necessary help and support to achieve individual success and satisfaction. The Executive Director works with members, staff, and colleagues to develop, maintain, and use systems and resources that facilitate the effective operation of the organization toward the objectives of the strategic plan. Additionally, the Executive Director ensures that resources are managed wisely. Their role is to see that GAC's goals and strategic plan serve as the basis for sound financial management, that solid budgeting and accounting systems are in place, and that appropriate financial controls and risk-management strategies protect the organization's assets.

To learn more, please visit: <https://grandvenueclub.org/>

Primary Duties and Responsibilities

I. Vision, Programs, and Planning

Working collaboratively with the member, staff and GAC Board, the Executive Director must develop a shared vision for the future of the organization, build understanding around the mission, and develop appropriate goals and strategies to advance that mission.

- Actualize strategic plan through effective management of people, programs, and organizational development plans
- Proactively advance GAC's commitment to diversity and inclusion, and member leadership through strategic, effective organizational development
- Stay mindful of the role of members in the day-to-day operations of the Club
- Oversee the financial management, accountability, budgeting, and audits and remain current on any changes

II. Member Relations

The Executive Director of GAC ensures that all members feel that they are essential, seen as a valued participant, a colleague, and as someone who has something important to contribute to the community. The Executive Director makes sure that the daily work of the Clubhouse community is organized and carried out in a way that continually reinforces this message of belonging

- Demonstrate an awareness and concern for members' life circumstances
- Participate in the daily life at the Clubhouse; being a part of the roster of evening, weekend, and holiday staff coverage
- Promote a culture that encourages collaboration between staff and members as colleagues

III. Board and Staff Relations

The Executive Director, in partnership with the members, staff and board of Directors, has responsibility for developing and maintaining a strong working relationship, and a system for information sharing, that enables the board to effectively carry out its governance role. The Executive Director leads and supports the staff, while also being mindful of the importance of member involvement in all aspects of Clubhouse life.

- Attract, recruit, and maintain staff and board members who can raise funds, increase resources, and promote GAC in the community
- Report to the board on GAC activities, programs, finances, anticipated needs, and opportunities
- Promote active participation of GAC members in board meetings and committees
- Provide the staff career paths and opportunities for self-improvement and promotion and set measurable & achievable goals
- Foster a collaborative working environment, encourage professional development, and champion accountability amongst staff

IV. Fund Development and Community Relations

The Executive Director, in partnership with the board and appropriate staff, develops and implements fundraising systems and strategies that allow GAC to meet its financial goals and carry out its programs and operations. This role has three major components: effectively promoting GAC through educating the broader community and spreading the word about GAC, advocating for the mission and work of the organization, and building relationships with groups critical to the success of the organization.

- Steward relationships with current major donors and potential donors
- Recognize the importance of the voice of members in communicating about GAC
- Cultivate relationships with the Behavioral Health Division, the State and behavioral and hospital-based psychiatric clinics; Foster relationships with civic, corporate, and professional groups and seek out opportunities to speak/write/communicate about GAC
- Develop collaborative partnerships with other groups where there is the opportunity for knowledge and resource sharing

V. Clubhouse International Relations

The Executive Director serves as a primary contact for GAC with Clubhouse International. They maintain accreditation through Clubhouse International; continue and expand upon GAC's reputation as a strong leader in the Clubhouse movement; participate in Clubhouse International educational programs and conferences - include participation by members, staff, and board members.

- Commit to initiating and organizing all aspects of regularly occurring Clubhouse International accreditation and to the retention of GAC's three-year accreditation status
- Sustain on-going relationship with Clubhouse International as primary training, advocacy, and accreditation organization in implementing the Clubhouse Model of Psychiatric Rehabilitation

To learn more, please visit here: <https://clubhouse-intl.org/>

Qualifications

- Deep understanding of those with serious and persistent mental illness and the challenges they may face
- Reputation as a high energy change-oriented leader who demonstrates initiative and creativity but, also, patience, compassion, and service to others
- Demonstrated understanding, and commitment to, the Clubhouse model
- A strong work ethic and the ability to work flexible hours.
- Experience in collaborating with government entities and community organizations.
- A network of relationships in, and a positive reputation in the community.
- Capacity for fundraising and sustainable, long-term fund development.
- Experience managing a staff and a complex program or organization.
- A graduate degree is preferred.
- Experience in non-profit and human service program management preferred.

Information for Applicants

- Grand Avenue Club is an equal opportunity employer and welcomes a pool of diverse applicants.
- GAC offers a generous suite of benefits to all staff members.
- The Executive Director salary range begins at \$90K.

Please email all items below, combined into one document, to GAC@leadingtransitions.com no later than **5:00 p.m. CT on June 2, 2022** (the position will remain open until filled):

1. Please submit a letter **describing your qualifications, including a professional and a personal accomplishment that you are proud of because of its impact**, for this Executive Director position that includes, and a **description of your salary parameters**; addressed to: Mindy Lubar Price, Leading Transitions LLC, 1345 North Jefferson St., Suite 350 Milwaukee, WI 53202
2. A **detailed and updated resume**; and
3. The names of, your relationship to, and the contact information for, **three professional references**.

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.

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