

Milwaukee Turners, Inc.
1034 N. Vel R. Phillips Ave.
Milwaukee, WI 53203
www.milwaukeeturners.org

POSITION ANNOUNCEMENT

EXECUTIVE DIRECTOR

The Milwaukee Turners seeks an energetic and visionary leader who will help take our organization forward in a changing environment. The Turners' motto "A Sound Mind in a Sound Body" has shaped the activity in Turner Hall, a National Historic Landmark. Today we offer a rare blend of programming for our members and a diverse community. The future offers an opportunity to build on our past and re-establish Turner Hall as a progressive contemporary community asset in the heart of Milwaukee.

THE MILWAUKEE TURNERS, INC.

Our history of social justice activity since 1853 and in our multi-purpose cream city brick building since 1882 has earned Turner Hall a National Historic Landmark designation. Today the Turners continue both our educational gym programs and social justice programming focus. We are expanding our service to new generations, modern families and current social concerns.

POSITION OVERVIEW

The Executive Director (ED) is the Chief Executive Officer of the Milwaukee Turners, Inc. The ED is responsible to the Turner Board of Directors and reports to the Board President and Executive Committee. The ED position is full time, exempt, and salaried. The ED provides leadership to the organization, and manages its administration, building, finances and programs and supervises other staff.

KEY RESPONSIBILITIES

Leadership

The ED implements the Turners' mission by managing the building and programs of the Turners. The ED is expected to have a collaborative relationship with the Board President. The ED creates an annual operating budget in consultation with the Finance Committee. The ED is responsible for the hiring and evaluation of other employees. The ED represents the Turners to Turner Hall tenants, patrons, contractors, vendors, members, volunteers, and partners. The Board works in tandem with the ED to set strategy.

General, Financial, Fundraising, Administration, and Program

The ED is responsible for the management of the Milwaukee Turners, Inc. The ED working with and supervising other staff and volunteers ensures the following:

The Turners accurately maintain their financial records and assets following robust internal controls. The Turners use QuickBooks for bookkeeping. The ED is responsible for processing payroll and employment taxes. The ED works with an independent auditor to ensure compliance with legal and general accounting standards and reporting requirements.

With the ED's leadership the Turners seek revenue beyond rents, dues and fees for service by means of donations from individuals and grants from private foundations and public entities. It may hold an annual campaign for tax deductible contributions. It may stage fundraising events with adequate underwriting.

The Turners are in compliance with applicable regulation and reporting. The ED or supervised staff shall address issues with city inspectors and the Milwaukee Police Department.

The Turners recruit and service members and provide benefits to and maintain appropriate contact with members in a timely fashion. The ED updates membership records with American Turners.

Turner Hall, a National Historic Landmark, is a safe environment accessible to the public and tenants. Turners enhance fire protection and physical infrastructure at Turner Hall. All planned or emergency repairs and construction and its costs are approved pursuant to the Turners' operating or capital budget. The ED may implement a multi-year preservation plan.

The ED works with the Gym Manager and School Board to set up and maintain robust programming, including third party programs. The Gym shall maintain safe conditions for participants, keep accurate records, and provide recreational and educational opportunities suitable to a variety of ages and skill levels.

The Milwaukee Turners and its brand stands for something, including educating and support for physical fitness to a diverse Milwaukee community, and a commitment to social justice and rational debate on current issues. To that end a variety of civic, cultural and educational programs are designed and implemented with volunteer support. Programs may be co-sponsored with community partners.

Turner marketing and communications is appropriate to a variety of audiences, strategic and consistent with our brand. A web site and social media shall be updated in a strategic and timely manner.

Board relations

The ED reports to the Board President and Executive Committee. The ED presents pertinent information at meetings of the full Board and the annual membership meeting. The full Board has hiring authority.

The ED provides support to the Executive Committee, Finance Committee, and other committees as appropriate.

The Board should undertake a performance evaluation of the ED annually.

QUALIFICATIONS AND CHARACTERISTICS

The successful candidate will be or possess:

1. Someone with a demonstrated appreciation for the Milwaukee Turners' principles of tolerance, reason, liberty and justice for all,
2. Four years supervisory or management experience with a nonprofit organization or historic site,
3. A degree or certificate in a relevant field is a plus.
4. An energetic and visionary leader who manages change well in both the short term and long term,
5. Excellent interpersonal skills applicable to supervise a small staff and volunteers, and to coordinate with building tenants, vendors and contractors,
6. Excellent digital, oral and written communications skills including public speaking,
7. Demonstrated ability working with diverse organizations and understanding issues that affect diverse and inclusive communities,
8. Ability to use technology to facilitate organizational management, bookkeeping, fundraising, publicity/promotion, communications and public education,
9. The ability to travel within Milwaukee County,
10. Ability to work irregular hours, including some early mornings, evenings and weekends.

COMPENSATION

Compensation is commensurate with experience. The starting annual salary is within a range from \$66,000 to \$76,000. Benefits include paid holidays, personal days, vacation, a health insurance stipend, parking and gym privileges. Limited relocation assistance is available.

APPLICATION PROCESS

Applications will be reviewed beginning October 22, 2018 and will be accepted until the position is filled. Candidates must send a cover letter, resume and writing sample. Applications are confidential. Finalists will provide references.

Send applications, including attachments to

edsearch@milwaukeeturners.org

The Milwaukee Turners is an equal opportunity employer. The Milwaukee Turners 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.

Approved 9/17/18