



Executive Director Position Profile

March 2022

Position and Organizational Overview

PRISM Economic Development Corporation (PRISM EDC) is looking for an energetic, entrepreneurial, experienced leader who wants to bring about changed lives, communities, and futures by overseeing the delivery of a portfolio of quality programs and services. A strong candidate for this Executive Director (ED) position, will help build the capacity of Prism EDC to serve as a hub for food-related, entrepreneurial and community services in Milwaukee. PRISM EDC was established in 2017, by the Parklawn Assembly of God Church, to bring hope and economic opportunity to the residents of Milwaukee's Sherman Park neighborhood. Parklawn has been part of the Milwaukee community for more than 100 years. Under the direction of the PRISM EDC Board of Directors, the Executive Director (ED) will provide effective and strong leadership to achieve the organization's vision and mission. The ED serves as chief fundraiser and spokesperson for PRISM EDC and effectively communicates the vision and mission to others. The ED will be a visionary who leads with compassion and integrity. They will earn the respect of community leaders, partner organizations, major donors and the community members PRISM EDC serves.

PRISM EDC's first major initiative was the development, and now the operation, of UpStart Kitchen. UpStart Kitchen serves as an incubator for entrepreneurs who want to grow or start a food-oriented business. UpStart provides access to affordable, state-of-the-art, commercial kitchen space but also provides supportive services, training, mentoring, and networking opportunities to help those businesses succeed. Upstart's entrepreneurs include caterers, packagers, bakers, and food truck operators.

Since the start of the Pandemic, UpStart Kitchen has also prepared and distributed over 100,000 meals to individuals and families facing food insecurity. This program is on-going and was expanded in May 2021, when UpStart assumed management of the Tandem restaurant's Meals Program. Please visit <https://www.upstartkitchen.org/> to learn more.

PRISM EDC is at a very exciting point in its evolution and is currently working with the Shular Institute (<http://shularinstitute.com/>) of Atlanta, GA., on a new initiative to establish a culinary training program in Milwaukee. This initiative will leverage UpStart Kitchen's existing infrastructure and fast-growing network in Milwaukee's food and beverage industry. The alliance between PRISM EDC and the Shular Institute will focus on expanding economic opportunity while providing culinary skills training for Milwaukee youth and creating a pipeline of talent to support Milwaukee's rapid growing hospitality industry.

PRISM EDC also participates with the Parklawn Assembly of God, neighborhood businesses and other stakeholders on a community-building initiative being referred to as "Parklawn Village". This initiative is an effort to build greater social cohesion among residents and bring new economic opportunity to the neighborhood, by engaging in various development projects and community-building activities.

Please visit <https://www.prismedc.org/> to learn more.



Primary Responsibilities

- Identify and develop strategic and program priorities and ensure effective implementation of PRISM EDC's projects, activities and initiatives through effective communication, goal setting, delegation, and performance management, along with the Board of Directors.
- Develop and implement a fundraising strategy to support and sustain PRISM EDC's financial and programmatic goals.
- Create and cultivate relationships and partnerships with community groups, government officials, philanthropic organizations, civic and business leaders in support of Prism's mission and to enhance the social and economic environment in the Sherman Park neighborhood.
- Elevate the profile of the organization in the community through effective social media and other communication strategies.
- Ensure that the Board of Directors is kept fully informed on the condition of the organization and on progress in achieving its strategic objectives.
- Assist Board leadership in attracting board members that are representative of the community and can help advance PRISM EDC's mission
- Attract, develop, and manage a diverse, high-performing staff, and partners committed to advancing PRISM EDC's mission and goals.
- Ensure sound financial management of PRISM EDC's operations

Qualifications and Experiences

- Bachelor's degree required.
- Comfort with, and experience in, working in urban communities.
- Demonstrated history of working with diverse populations.
- Minimum 5 years' experience in nonprofit, government, academic, or corporate management
- Excellent verbal, written and interpersonal skills
- Strong leadership and team building skills
- Fundraising experience in obtaining major grants and gifts, corporate sponsorships and/or working with high-wealth, individual donors
- Demonstrated competence in planning, budgeting, and organizational management
- Ability to work independently with self-discipline and self-motivation
- Excellent decision-making and problem-solving skills

Instructions for Applicants

Please email all items below, combined into one document, to PRISM@leadingtransitions.com no later than **1:00 p.m. CT on April 21, 2022**:

A letter describing your qualifications for this position and your passion for working with diverse populations and/ or experience leading strategies and improving outcomes for diverse, urban populations; a detailed and updated resume; and the names of, your relationship to, and the contact information for, three professional references.

- 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.

PRISM EDC is committed to the health and well-being of its employees and their families. A comprehensive benefits package, including health and life insurance programs is available to full-time employees. The annual salary range for the Executive Director position starts at \$80,000.

PRISM EDC is an Equal Opportunity Employer and does not discriminate in hiring or employment on the basis of race, color, national origin, disability, sex, age, marital status or other legally protected status required by law.



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.