

# Executive Director Impact Description



**Neighborhood House  
OF MILWAUKEE**

**March 2023**

## Organization and Position Overview

Founded in 1945 as a safe and nurturing place for urban youth, families and seniors, Neighborhood House of Milwaukee (NH) is a community center serving individuals and families, regardless of income, at all stages of life. Neighborhood House reaches more than 4,000 people annually through wrap-around services including: quality early childcare, after school programs for youth and teens, adult education for refugees, parenting support, a food pantry, environmentally ethical/centered experiences, 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 \$3 million and has a total of 58 staff members, some full-time and some part-time. NH is supported by hundreds of community volunteers annually and has grown its endowment to \$1.3 million. Neighborhood House goals align with major community initiatives aimed at helping people of all ages realize their full potential. NH inspires discovery in children and families of all backgrounds, encouraging lifelong learning and confident leadership.



NH believes in the power of unleashing the full potential and full expression each person. This provides 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. Under the direction of the NH Board of Directors, the Executive Director (ED) provides effective and strong leadership to achieve the organization's vision and mission. The ED is ultimately responsible for the overall operation of the organization in accordance with the agency's goals, priorities, and resources. The ED serves as lead fundraiser and spokesperson for the organization 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 sometimes takes on an active leadership role in this regard. 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.



## Primary Responsibilities

- Partners with the NH 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.
- Serves as the fund development leader for the organization 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 for the Board of Directors, in partnership with the 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.
- In collaboration with the NH staff, determines the overall strategy and direction for procuring and implementing private, local, state, and federal grants.
- Ensures that the organization 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, forecasting and action to impact social policy related to NH's mission.





## Abilities and Attributes

- Mission driven with ability to inspire and motivate staff and grow effective relationships with stakeholders and participants.
- Ability to effectively raise funds 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.
- Experience in a senior and supervisory leadership role for a minimum of 5 years.
- Knowledge of community change and empowerment concepts and theory, and strategies to engage neighborhood stakeholders in needs assessment.
- Successful 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.
- 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, WI and the NH service community, or the ability and willingness to quickly work to build these important connections.
- A postsecondary degree is desired.





## Instructions for Applicants

Interested applicants can 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 March 27, 2023**: A letter describing your **qualifications for this position** and your **interest in Neighborhood House's mission**, 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**.

### Commitments from Neighborhood House:

- 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.
- NH is an Affirmative Action and Equal Opportunity Employer.
- NH offers a competitive salary and benefits package.
- References will not be contacted until a candidate has been notified.
- All offers of employment are contingent upon clear results of thorough background and reference checks.
- All inquiries about and interactions with candidates are kept in strict confidence.
- 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.
- 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.
- This position will remain open until filled.



*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.*