Executive Director Job Posting

LEAVEN, a nonprofit organization in Menasha, Wisconsin, provides support and resources to individuals and families in financial crisis. Founded in 1987, LEAVEN has been bridging the gap between hardship and hope for over 35 years by ensuring our residents have their most basic needs met. We do this by meeting clients, understanding their current issues, and connecting clients with area partners to address their needs. In addition, LEAVEN issues grants ranging from a few dollars to a few thousand dollars to address the most critical financial needs.

LEAVEN’s Vision: To lead efforts to ensure that everyone in the community we serve has access to resources that lead to economic stability and quality of life.

LEAVEN’s Mission: LEAVEN stabilizes and empowers people in financial crisis by providing financial assistance, resource coordination, and case management to address their near-term and long-term basic needs.

LEAVEN is looking for a mission driven, dedicated and passionate individual to lead the organization in successfully carrying out its mission, vision and values.

Position Objective:

The LEAVEN Executive Director will provide overall executive leadership and direction to LEAVEN, including the LEAVEN Community Resource Center (LCRC). The Executive Director is accountable for the development and execution of strategic and operational plans that assure the accomplishment of LEAVEN’s/LCRC’s mission and goals. This position is responsible for managing an annual operating budget of approximately $1.5 million as well as providing the direction and supervision of 6 to 8 paid staff and 100+ volunteer staff. On average, LEAVEN addresses over 6,500 requests for assistance and receives financial support from more than 900 donors annually.

Major Functions and Responsibilities:

Program Integrity:
- Evaluates the services being provided by the agency in relation to its mission, goals and objectives
- Manages vision and purpose of the organization
- Recommends and/or provides input on new programs that may further embody the LEAVEN mission

Organizational Operations:
- Ensures effective and efficient operation of agency facilities as well as required reporting to various bodies
- Works with the Board of Directors to ensure the development, revision, approval and documentation of policies
- Ensures that staff, volunteers, partners and visitors are aware of and in compliance with policies
- Carries primary responsibility to ensure that legal obligations of the agency are met

Financial Management:
• Directs all financial operations of the agency and manages them within the approved budget
• Oversees the preparation of the budget and financial statements and ensures Board oversight and approval
• Directs fundraising activities to ensure adequate financial resources to accomplish agency mission and goals

Staff/Volunteer Management:
• Supervises, directs and evaluates staff in the performance of their work
• Directs the recruitment, staffing, training, and development processes for staff
• Provides regular performance feedback to staff, including active participation in/or approval of personnel actions, to ensure that staff perform at their highest level
• Works with staff to ensure appropriate recruiting, staffing, training, recognition and retention of volunteers

Client Relations:
• Creates expectations and oversee the culture that ensures that all clients are treated with dignity and respect

Board of Directors:
• Recommends long and short-range plans for the agency to the Board of Directors
• Attends Board and committee meetings providing reports and input as needed
• Identifies the needed skills for Board positions, helps recruit new Board members and participates in the orientation of new Board members
• Maintains appropriate communications and relations with all Board members

Community Relations:
• Oversees all public relations activities, client relations and inter-agency relations functions, including all external communication
• Identifies and approaches key donors in the community; builds and maintains donor relationships; manages and cultivates donor relationships, including existing donors and identifying new prospects
• Leads development of a strategic fund-raising plan to meet revenue needs
• Ensures strong partnerships with agencies/groups who meet with clients and/or use space in the LEAVEN/LCRC building
• Develops and maintains appropriate relations with professional, religious and social community groups including ensuring representation and/or promotion of LEAVEN at community events, gatherings and meetings
• Coordinates with funding sources; federal, state and local government units; and other agencies
• Serves on appropriate community committees and works with other local organizations/agencies

Other:
• Demonstrates integrity and trust
• Performs other duties as assigned by the Board of Directors

Qualifications:

All candidates should have proven leadership and management experience, preferably in a nonprofit organization. Candidate should be mission driven, self-directed, action oriented and entrepreneurial. Experience and qualifications should include:

• Minimum of a Bachelor’s degree; Master’s degree or equivalent experience is desirable
• Track record of effectively leading a performance and outcome-based organization and staff
• Demonstration of having developed and implemented strategies that have taken an organization to the next stage of growth
• Unwavering commitment to quality programs and data driven program evaluation in combination with the ability to experiment and try new approaches and processes
• Excellence in organizational management with the ability to coach staff, manage and develop high-performance teams, set and achieve strategic objectives and manage a budget
• Past success working with a Board of Directors
• Strong fundraising and community relations skills with the ability to engage a wide range of stakeholders
• Strong written and verbal communication skills as well as excellent interpersonal and collaborative skills

Information on compensation is available upon request. Please send your resume and cover letter by October 23 to apply@leavenfoxcities.org.