

## Chief Executive Officer Position Profile January 2022



### Organization and Position Overview

Family Promise of Ozaukee County (FPOZ) works to rebuild lives by providing resources and services to individuals and families at risk of homelessness in Ozaukee County. The organization works to help anyone experiencing housing insecurity to obtain secure, safe, and stable housing. The services offer a continuum of care from the first call for help to securing sustainable housing, supporting individuals every step of the way. The Shelter Services team works closely with each household to help them find housing and connect to community resources. FPOZ provides not only safe shelter and meals, but basic needs, supportive services, rent assistance and case management.

FPOZ's partners are an essential part of the organization's success and impact. Today, there are 16 network congregations that are actively involved with the shelter program. Local congregations have had an integral part in the day-to-day operations of the FPOZ shelter program since it opened its doors in 2015. Currently, congregations are providing warm meals for our shelter guests Monday - Friday and conducting supply drives to meet the shelter guests' basic needs. FPOZ is a member of the Ozaukee County Local Coalition that is comprised of organizations that are committed to ending homelessness in our community. Each member provides homeless prevention, intervention, and supportive services to the community to assist individuals and families move to stable housing. Supporting organizations make significant contributions to FPOZ for homeless programs and services. FPOZ is partnering with Ozaukee County leadership to develop short term emergency shelter to serve single men, women and families who are homeless. The shelter is expected to be completed in 2022.

Under the direction of the Board of Directors, the CEO is responsible for the overall management and operation of Family Promise of Ozaukee County, asset protection, fundraising, and marketing/public relations, while ensuring compliance with board directives and applicable grantor, federal and state requirements. The CEO will be visionary, creative, detail-oriented, analytical, collaborative, and highly organized. They will be an exceptional communicator with the ability to work well with diverse populations – including those across all socio-economic classes, faith traditions, and political affiliations.



## Leadership and Operations

- Provide overall leadership and apply a visionary spirit to FPOZ, while always looking toward the future.
- Motivate staff, Board, and volunteers to move the programs and efforts forward.
- Direct evaluation activities to measure the effectiveness of programs.
- Recruit, hire and directly supervise and evaluate staff members.
- Work with the Board Human Resources Committee on adherence to personnel legal and policy requirements.
- Develop and implement recruitment, retention, and growth strategy for staff.
- Schedule and coordinate annual review cycle for all staff; conduct an annual review for direct reports.



## Governance and Compliance

- Oversee timely and complete compliance with local, state, and federal requirements for continued good standing as a nonprofit corporation and 501(c)(3) tax exempt entity.
- Research and create policy proposals for Board discussion and action.
- Work with the Board on records of policy decisions, supervise the creation of policies, and ensure effective implementation.
- Prepare a draft budget for Board discussion and action, with the Board Treasurer.
- Adhere to budget; approve bills for payment; approve budget reallocations within the authority.
- Monitor annual audit for timely presentation to Board and outside entities.
- Ensure timely preparation and delivery of federal 990.
- Prepare complete monthly and annual financial reports and forecasts to the Board.



## Programs and Services

- Monitor policy and program implementation including Housing Hotline, Emergency Shelter, Homeless Prevention, and Rapid Re-Housing Programs in Ozaukee County.
- Oversee Portlight Shelter Project development.
- Research and develop new program opportunities within the strategic plan.
- Research and present new housing initiatives for Board discussion and action.
- Actively participate in providers' groups and other forums with social service agencies.
- Supervise maintenance of program records in Homeless Management Information System.
- Provide reports for the Board and as required for funding sources.
- Be on call for emergencies during off-hours as scheduled.



## Fund Development and Communications

- Design and oversee implementation of donor engagement, acknowledgment, and recognition.
- Establish an annual fund development plan, with the Fund Development Committee.
- Work with Fund Development Committee to identify and solicit major gifts
- Oversee preparation and timely delivery of grant proposals, site visits, and reporting.
- Identify opportunities for special events that have the potential of raising funds, image, visibility, volunteer involvement, etc.
- Research, design and oversee implementation of other revenue activities.
- Create and grow relationships with funders and with government and community representatives.
- Work with Board committees to increase FPOZ's visibility by engaging the media, congregations, agencies, civic clubs, corporations, and other institutions and groups in the greater community.

### Attributes

- Demonstrated passion for Family Promise of Ozaukee County's mission.
- Bachelor's preferred. Equivalent work experience will be considered
- Experience in fund-raising and resource development.
- Competence with basic computer programs including MS Office, email, web management, etc.
- Experience in managing staff.
- Strong oral and written communication skills.
- Experience in volunteer and/or Board of Director partnerships is desirable.
- Planning and organizational skills: ability to handle multiple tasks simultaneously.
- Interpersonal skills: ability to work effectively with a wide range of people.
- Leadership skills: ability to make decisions, solve problems, delegate tasks, and responsibilities.

### Instructions for Applicants

Please email all items below, combined into one document, to [familypromiseoc@leadingtransitions.com](mailto:familypromiseoc@leadingtransitions.com) no later than **1:00 p.m. CT on January 27, 2022:**

1. Please submit a letter **describing your qualifications** for this Chief Executive Officer position, 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.

*Leading Transitions is committed to the future vitality of nonprofit, philanthropic and community-centered organizations, and leaders. The firm's inclusive and adaptable practices provide the flexibility necessary to adapt to the intricacies of any organization or community.*