



Making a Difference for Youth, Families and Communities

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**President & Chief Executive Officer
Position Profile
October 2014**

LeadingTransitions
LLC

Advancing Leadership
Advancing Organizations



CENTER FOR SELF-SUFFICIENCY ORGANIZATIONAL SUMMARY

The Center for Self-Sufficiency (CFSS) promotes positive and effective family structures by fostering healthy family relationships, reducing teen pregnancy and providing access to jobs and support services that enable individuals and families to build economic stability.

CFSS is a Milwaukee-based agency that has been serving the community for over 17 years. Founded in 1997 to assist other nonprofit agencies to improve the quality of services to families, it incorporated as a nonprofit service provider in 2005. CFSS provides family strengthening programs in the areas of healthy relationship education, teen pregnancy prevention, workforce development/employment services and offender reentry. CFSS also provides evaluation and data management services.

CFSS draws on the expertise of its staff and a team of consultants to deliver services directly to individuals and through an extensive network of community providers. We partner with over 40 organizations to serve the community, including state governmental agencies, correctional facilities, workforce development and education providers, and community-based organizations.

CFSS also provides capacity building, technical assistance, and evaluation services for small to medium-sized secular and faith-based nonprofit organizations in Milwaukee and in other regions of the United States. CFSS plans, develops and implements effective family and youth services, and it transfers lessons learned from effective program models to its network of nonprofit organizations in more than 90 U.S. communities.

To learn more about CFSS, please visit the website at www.centerinc.org.

POSITION SUMMARY

As the Center for Self-Sufficiency works to fulfill its mission in a rapidly changing social and economic climate, we are seeking a successful professional to fill the position of President & Chief Executive Officer (CEO). President & CEO Angela M. Turner will be stepping down to pursue other endeavors. CFSS has grown immensely under her keen leadership. Angie has more than 24 years of experience in government-related reform management, planning and program administration, capacity building and technical services, and outcomes evaluation. Angie's experience working with federal agencies, states and local governments also has enabled CFSS to provide effective service delivery models, evaluation services, capacity building and technical assistance to other nonprofit organizations nationwide.

This is an advanced leadership position that is part of the executive team and is responsible for managing a complex array of programs with particular focus on balancing community impact and financial sustainability. This individual will provide leadership in program planning, the creation of new services, statistical & financial monitoring, and constituent engagement, as well as assisting with budget development. The President & CEO is directly accountable to the Board of Directors for the administration and operation of specific organization service programs. The President & CEO is responsible for overall direction and implementation of the strategic goals and objectives of the organization as reflected in the mission and vision statements adopted by the Board of Directors.

The President & CEO will also participate in other related activities connected with the administration of programs such as speaking engagements, conference presentations, and membership on task forces and committees. He / She will oversee every aspect of the \$4 million budget, programs, including but not limited to: content development, philosophy adherence, budget oversight and outcome measurement, recording and reporting. Within the context of the Center for Self-Sufficiency's program, policies and procedures, the CEO is responsible for, and has authority to perform, all of the responsibilities outlined in the following profile.

ESSENTIAL LEADERSHIP RESPONSIBILITIES

A. Board Administration and Support Responsibilities

1. Support operations and administration of the Board by advising and informing Board Members on matters of policy and providing information and reports on the operation of the organization
2. Ensure compliance with all federal/state/local laws and regulations
3. Responsible for the overall direction and implementation of the strategic goals and objectives of the organization as reflected in the mission and vision statements adopted by the Board of Directors
4. Assist in planning the agenda and preparing materials for Board meetings
5. Initiate and assist in developing policy recommendations and in setting priorities
6. Facilitate the orientation of new Board members
7. Work with Board to raise funds from the community
8. Staff Board committees as appropriate

B. Strategic Direction and Program Oversight Responsibilities

1. Ensure the effective management of all programs, services and activities in order for program objectives to be met
2. Play a central role in sensing the changing external environment and develop strategic responses to those changes
3. Oversee (new) business development
4. Develop and implement plans for new programs as outlined in the strategic plan
5. Provide leadership in developing and monitoring program outcomes with the staff
6. Oversee design, marketing, promotion, delivery and quality of programs, products and services
7. Partner with the Board and the staff to provide leadership, vision and direction for the organization and to develop organizational strategy
8. Ensure professional standards of excellence for all CFSS programs

D. Operational and Human Resource Responsibilities

1. Exhibit a strong leadership presence while maintaining mutual respect with staff and maintaining the right balance of authority and decisiveness, openness to new ideas and adequate delegation
2. Retain, recruit and sustain a committed and diverse high integrity staff comprised of competent individuals capable of working in a self-directed fashion and a part of a team within a positive, supportive working environment
3. Oversee effective management of human resources in accordance with approved personnel policies and procedures that fully conform to current laws and regulations
4. Ensure adequate staff support for all CFSS programs, operations and committees
5. Provide for effective supervision and evaluation of all staff and volunteers
6. Ensure that all supervisors have adequate resources, training and support
7. Manage the programs and operations of CFSS, lead and manage staff resources and coordinate professional relations

E. Community and Public Relations Responsibilities

1. Assure the organization and its mission, programs, products and services are consistently presented in a strong, positive image to relevant stakeholders, including partner organizations, policymakers, media, and funders
2. Represent CFSS by participating in key associations and organizations, serving on committees and advisory groups and speaking in public settings
3. Build positive cooperative relationships with coalition partners, stakeholders, government officials, and others
4. Coordinate representation of CFSS to legislative bodies and other constituencies
5. Proactively seek out and develop new partnerships and maintain solid relationships with other community organizations

F. Financial and Fund Development Responsibilities

1. Develop a diversified revenue base, including securing federal, state, and foundation grants, soliciting individual donors, and other funding sources
2. Lead CFSS's overall funding development efforts, including taking a lead role in clarifying the organization's fund development goals and strategy, as well as directly participating in development activity
3. Oversee fundraising planning and implementation, including identifying increasing resource requirements, researching funding sources, establishing strategies to approach funders, submitting proposals and administrating fundraising records and documentation
4. Manage the development, implementation, and tracking of all fundraising programs including special events, annual giving, planned giving, etc.
5. Personally cultivate and solicit potential individual, major donors
6. Recommend yearly budget for Board approval and prudently manage organizational resources within those budget guidelines in accordance with current laws and regulations
7. Lead and oversee the Center's complex fiscal operations, long-range financial planning, resource allocation strategy, budget development / monitoring and report to the Board regularly on the organization's financial performance in relation to the annual budget
8. Guide current and new revenue-generating activities in order to provide increasing income to CFSS

MINIMUM SKILLS AND QUALIFICATIONS

1. Bachelor's degree required. Master's degree preferred
2. Proven ability to relate to individuals of all ages, races & socio-economic backgrounds
3. Demonstrated successful leadership and management role in prior position(s) required
4. Excellent written and oral presentation skills
5. Successful history of leading a diverse group of senior leaders, staff and consultants
6. Knowledge of local community landscapes, including private and public sector issues
7. Must be willing and able to travel statewide and occasionally, nationally

GUIDELINES FOR APPLICANTS

For full consideration of an application, **all of the following materials** must be received by 5:00 p.m., CST on November 7, 2014:

- 1) A letter describing your interest in this position and why you are fit specifically for CFSS,
- 2) A description of your salary parameters,
- 3) A detailed and updated resume, and
- 4) The names of, your relationship with and contact information for, three professional references

** References will not be contacted without prior candidate notification

Please send all of the above listed materials electronically to: CFSS@leadingtransitions.com

Attention:

Mindy Lubar Price, President and CEO
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