

Job Description
Family Resource Center of Sheboygan County
Executive Director

The Family Resource Center (FRC), an innovative non-profit in Sheboygan County, is looking for a dynamic Executive Director to drive community partnerships, nurture teamwork in a positive workplace, and lead the organization to realize a shared vision for growth and success. This person will build on current organizational strengths, and will partner with the Board of Directors and the FRC Associate Director to build community support and funding. This Executive Director must have the desire and skills to grow programs and revenue streams, while remaining true to our mission of building strong families and strong communities.

Position Summary: The Executive Director is responsible for the leadership and management of the FRC, including financial and personnel management, marketing, community outreach, fund development, and oversight of program development and project implementation. This highly visible position will require the Executive Director to maintain and grow partnerships within the community and to be the primary public spokesperson for the organization.

Programs: FRC is recognized as a leader in the county for our expertise on early child development (birth through three years old). The FRC provides two main services: (1) education of first-time parents, utilizing the *Parents as Teachers* home visitation model, in addition to a child development screening program, and parenting classes. (2) The FRC also provides comprehensive literacy services to adults with low literacy or for ESL through our *Literacy Council* program.

Trajectory and Team: The FRC is poised for strong growth in its two programs, Literacy Council (LC), and Parents as Teachers (PAT). PAT served over 100 families in 2016, while piloting a child development screening program in the Plymouth school district in partnership with the United Way. As part of the Welcome Baby coalition, the FRC helped launch a program where all new parents at local Sheboygan hospitals receive materials and direct contact on child development and parenting resources. Literacy Council is also positioned to increase services and visibility, with a recent uptick in funding and volunteers. FRC's staff are highly skilled, with a high degree of professionalism and passion.

Reports to: Family Resource Center (FRC) Board of Directors

Supervised by: Family Resource Center Board of Directors

Proposed Starting Date: *Immediate*

Send resume and inquiries to: hr@frc-sc.org

Qualifications:

- Education: Bachelor's Degree in management, Social Work, Human Services or related field.
- Experience: Administrative experience including fiscal management, fund development, team development, and program management.
- The Executive Director must have integrity, vision, and the ability to work strategically towards the future of the FRC and its role within the community.
- No less than two years of experience in a management position.
- Passion for the FRC mission of building strong families and strong communities.
- Experience with 0-3 child development and/or literacy preferred but not required.

Job Requirements

Essential Duties and Responsibilities:

- Oversee general operation of FRC and related activities
- Plan and execute organizational goals identified by the FRC Executive Director and FRC Board.
- With staff and board input, refine vision, set goals for organization, and identify and drive key actions to achieve those goals
- With board approval, set and manage to organizational budgets, while growing revenues to drive enhanced services and improved outcomes year-over-year
- Maintain and growth positive community partnerships. Act as spokesperson and advocate for FRC.
- Maintain a competent and engaged team, providing leadership through objective setting, delegation, communication, and performance management
- Work effectively with Board of Directors, organizing and attending board meetings, and acting as primarily liaison between board and staff

Administration

- Ensures administrative staff remains current to organization business and Board directives/approvals that affect their functions and areas of responsibility
- Works with the Board of Directors on governance policy issues by providing support and by initiating approved recommendations or actions
- Ensures compliance to minimum standards in accordance with all government legislation, regulations and guidelines pertinent to the organization's role as an employer and non-profit agency
- Recommends to the Board changes to policies and procedures that would improve the organization
- Encourages and supports staff growth and development and maintains an effective and cost efficient office
- Develops, maintains, and up-dates job descriptions pertinent to the organization
- Determines staff training and/or equipment needs of clerical and administrative employees, taking into account annual budget allocations
- Submits all information, reports and records as requested or required by law to appropriate government officials or the board of directors
- Develops and implements operational plans, policies, and goals that further strategic objectives

Financial

- Maintains full awareness of the complete financial, statistical, and accounting records of the organization
 - Ensures that operating results established in the annual budget are achieved and the control of operating expenses within budget
 - Ensures the accuracy, integrity, and timeliness of all financial accounting and reporting
 - Has fiduciary duties for the organization
 - Ensures the preparation of the annual budget for board approval
- Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions within ADA guidelines

Salary and benefits:

Employer supported:

- Hourly range based on experience and education
- Paid time off days per year after 6 month training period
- Travel reimbursement for work related assignments
- Training opportunities supporting job related needs
- EAP, Employee Assistance Program

Employee supported:

- 403(b) investment plan
- Vision and dental programs available