



Executive Director Impact Description

March 2025

OUR MISSION

Our mission is to provide safety to the young people of Milwaukee through free and confidential counseling and case management, temporary shelter for youth, and housing for young adults. We provide youth in crisis with an inclusive and stable space where they are empowered to create a safe and healthy life.

OUR VISION

We envision a Milwaukee free from youth and young adult homelessness and trafficking. We dream of a thriving community that has been designed for and created by our youth. Our role in that vision is to end the stigma around mental health needs and prioritize our youth through access to relevant services and resources regardless of their ability to pay. Our role is to help our young people thrive.

ORGANIZATION AND POSITION OVERVIEW

Walkers Point Youth and Family Center (WPYFC) provides free and confidential counseling and housing to runaway & homeless in Milwaukee. They have a runaway & teen crisis program which is a temporary shelter and crisis for youth in crisis ages 11-17 who are experiencing family or other problems. Counseling is available by appointment or walk-in to youth just needing to talk. They also offer supportive housing for Young Adults and their Families aged 18 to 25. This program offers longer-term housing (for up to 24 months) and supportive services to prepare them for self-sufficiency and independence.

Under the direction of the Board of Directors, the Executive Director (ED) is responsible for the overall management and operation of WPYFC, asset protection, fundraising, and marketing/public relations. Some of these responsibilities can be delegated but the ED is ultimately responsible for them, while ensuring compliance with board directives and applicable grantor, federal and state requirements. The ED 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.

To learn more, please visit: <https://www.walkerspoint.org/> .

ESSENTIAL RESPONSIBILITIES

Program Development and Planning

- Plans, develops, and administers programs consistent with policies of the Board of Directors, client needs and the community; evaluates effectiveness of programs and recommends and/or initiates program changes
- Develops and proposes long-term plans, goals, and objectives, with approval from the Board of Directors, to guide the agency in evaluating progress and advancing its mission, while formulating new strategies and directions as necessary; manages and directs staff in program evaluation and development



Regulatory Oversight

- Ensures the Center's compliance with all applicable federal, state and local regulatory bodies (e.g., federal confidentiality provisions, group home and child placing agency regulations, zoning ordinances, etc.)
- Ensures program compliance with grant reporting; oversees database management requirements of city, state, federal and United Way awards



Staff Leadership and Human Resource Development

- Recruits and hires qualified staff. Provides orientation of new staff and ongoing in-service training of all staff; assures formal means of staff accountability through regular performance evaluations
- Manages the implementation of personnel policies and practices, administers the employee benefits program, and enforces employee disciplinary actions and terminations in alignment with the Center's Personnel Policies



Fiscal Management and Oversight

- Develops the annual budget for approval by the Board. Administers the budget, exercising necessary control to assure operations are consistent with the approved budget; recommends adjustments in the budget to assure a balanced operation. Submits financial reports on a quarterly basis to the Finance Committee and the Board
- Ensures strong accounting and internal control mechanisms; oversees all aspects of the financial accounting system, including the appropriate allocation of allowable grant expenditures and matching funds to programs and specific grant awards
- In consultation with the Board and Director of Fund Development, develops and carries out an annual fundraising plan to procure necessary support and resources to operate its shelter, mental health, and housing operations; this includes private sector and public sector/governmental support.
- Maintains relationships with key funding sources (governmental and private), and keeps them informed of Center activities and projects



Public and Community Relations

- Develops and maintains contacts in the community with business and community leaders, government officials (elected and appointed), and other related funding and service providers, interpreting the work of the Center and soliciting their interest and support
- Participates actively with colleagues in related agencies and community networks and coalitions to advocate for, and to address, youth and family needs of those we serve; builds alliances to strategically implement collaboration to serve such youth and families
- Drafts a marketing plan with the assistance of the Program Committee. Assures effective communication of the Center's activities, accomplishments and advocacy statements (where appropriate) to the public; makes public presentations and interacts with a diverse board and staff, government officials, administrators or private and public funding bodies, agency executives, representatives of consumers, and representatives of private business and industry

Board Governance Relations

- Works effectively with the Board of Directors; recommends and advises the Board of Directors on policies and strategies necessary to fulfill the Center's mission
- Keeps Board members and staff regularly informed of the Center's activities and fiscal status as well as significant developments that would impact agency operations

QUALIFICATIONS, EXPERIENCES, AND ATTRIBUTES

- Deep understanding of effective fund development practices including major gifts and grants procurement, special events and annual fund facilitation and planned giving program implementation
- Minimum of five years' administrative and supervisory experience with preferably, at least two years in healthcare, homelessness, mental health and/or child welfare setting
- Demonstrated leadership acumen, sound judgement, interpersonal communication skills, initiative, resourcefulness, creativity, flexibility and integrity
- Knowledge of youth services, human service delivery systems, and legislative & funding processes
- Ability to analyze and synthesize complex problems and issues
- Demonstrated experience managing an annual operating budget
- Familiarity with Microsoft Office Suite, PDF software, financial accounting software, electronic communications and database management
- Undergraduate degree required; relevant experience may be substituted for degree requirement

COMMITMENTS FROM WALKERS POINT YOUTH AND FAMILY SERVICES

Walker's Point Youth and Family Center, Inc. is committed to diversity and to equal opportunity employment. Walker's Point Youth and Family Center, Inc. does not discriminate on the basis of race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, gender identity and expression, age, height, weight, physical ability (including HIV status), veteran status, military obligations, or marital status. This policy applies to hiring, internal promotions, training, opportunities for advancement, and terminations and applies to all Walker's Point Youth and Family Center, Inc. employees, volunteers, members, clients, and contractors.

WPYFC employees receive paid training for state mandated certifications and annual continued education, as well as paid time off for accrued sick leave, holidays, and vacation.

Health insurance, dental insurance, and retirement plans are available to full-time employees. WPYFC also offers a generous parking subsidy.

The annual salary range for this leadership position starts at \$100,000.

INSTRUCTIONS FOR APPLICANTS

Interested candidates should assemble the following, combined into one document, and email the information to: WP@leadingtransitions.com no later than **1:00 p.m. CT April 14, 2025**:

1. A letter describing your qualifications for this position as well as your interest in Walkers Point Youth and Family Center's mission;
2. A detailed and updated resume; and
3. The names of, including your relationship to, and the contact information for, three professional references.

Please note:

- References will not be contacted without candidate permission.
- All offers of employment are contingent upon clear results of thorough background and reference checks as well as the vote of approval of the full Board of Directors.
- All inquiries about, and interactions with, candidates are kept in strict confidence.

- This position will remain open until it is filled.

Leading Transitions is committed to the vitality and growth 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 new diverse opportunities.