



## Executive Director Impact Description

March 2023



### Organization and Position Overview

Serving South Wood County, the Wisconsin Rapids Family Center (The Family Center) offers shelter and support services to victims of domestic abuse, sexual assault and sex trafficking. The Family Center offers specific programs tailored to meet clients' specific needs. Guided by the voices of those affected by domestic and sexual abuse, The Family Center provides confidential, culturally competent, comprehensive services, with an emphasis on self-determination, and prevents the abuse by addressing its root causes through education and community involvement. The Family Center shelter can house up to 7 families. Non-shelter services include: advocacy, support groups, one-on-one support, community education & prevention and visitation and safe exchange services. Specialized services are available for Hmong victims and children. To address a victim's complex needs, The Family Center works in partnership with other community resources. The Family Center's vision is for our community to be empowered to have safe and healthy relationships, free of sexual and domestic abuse. We are an evolving, and growing organization that is solution focused. The



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work we do at The Family Center, and in the community, is survivor-centered and driven. To serve in the best ways possible, we need to look toward the future and continue to diversify our funding sources.

Working closely with a staff of 22 and the Board of Directors, the Executive Director is responsible for strategic planning, resource development, public relations, and the overall management of The Family Center. The Executive Director serves as the public face of the organization to funding sources, government officials, donors, and the community at large. They will ensure that the core culture of trust, empowerment, accountability, and respect continues at The Family Center.

The Family Center is at an exciting moment in its organizational life cycle. The incoming Executive Director will be able to build upon the strong financial, survivor-centered, and programmatic foundations already in place. They will be a savvy, strong leader who can flex with an ever-changing environment. The Executive Director manages a complex annual operating budget of over \$1.5 M along with the Board of Directors and prudently manages organizational resources within those budget guidelines according to current bylaws, financial policies and procedures, grant requirements and regulations. They need to be agile, adaptive, strategic, and resilient. They will dedicate themselves to maintaining a presence in the greater community to support and enhance all that The Family Center has to offer.

To learn more, please visit us at: <https://www.familyctr.org/>.

## Essential Responsibilities

### PROGRAMS, OPERATIONS AND CULTURE

- Responsible for day-to-day operations, compliance with applicable regulations, laws and grant requirements, and overall fiscal performance of the organization.
- Maintain and evaluate effectiveness and efficiency of programs and services in addressing current and emerging needs of people affected by domestic abuse, sex trafficking and sexual abuse.
- In conjunction with the Board of Directors, establish long- and short-term organization goals and objectives and oversee progress toward achieving them.
- Overall responsibility for effectively staffing the organization, including hiring, supervision, development, and evaluation of staff, including performance review process.
- Provide direct supervision for certain staff, complete performance evaluations, and provide ongoing training and development to ensure effectiveness of staff members.
- Maintain an environment that is supportive and respectful of clients, personnel, and other individuals and community partners.



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### FINANCE AND FUND DEVELOPMENT

- Maintain an adequate funding base to sustain services and support program growth addressing emerging needs.
- Steward strong relationships with donors and donor organizations.
- Involvement in planning fund raising and public relations events.
- Work closely with Board to develop and implement fund development goals and strategies.
- Research and carry out funding initiatives including grant writing, and securing government and community philanthropic funding.
- Develop and maintain annual budget and monitor financial operation of organization.
- Review and oversee maintenance of financial records, provide accurate and timely financial reports to the Board, funding sources and community organizations as required or appropriate.
- Perform short-and long-term fiscal planning to ensure continued stability of the organization, making sure resource utilization is consistent with the mission and goals of the organization.
- Ensure proper administration of grants, and accurate and timely grant reports.
- Ensure that the building and all organizational assets are secure and well maintained.

### BOARD OF DIRECTOR, PUBLIC, AND COMMUNITY RELATIONS

- Act as a liaison between the Board of Directors and staff/volunteers/clients:
- Actively participate in all Board and Board committee meetings.
- Prepare comprehensive agendas that align with organization strategies and objectives and in advance of meetings, provide supporting materials for board members to engage in effective discussions and planning, in partnership with the Board Chair.
- Provide program and operational information to the Board.
- Implement the decisions/directives of the Board and routinely report on progress toward those objectives.
- Participate in regional and statewide efforts that address issues of domestic abuse and sexual assault.
- Develop, maintain, and expand cooperative working relationships with other community, state and county agencies or programs that enhance the safety and service delivery for victims of domestic abuse and sexual assault.
- Maintain a comprehensive community awareness and education program on issues of domestic abuse and sexual assault.
- Represent the agency on a variety of local and state committees and task forces.
- Act as spokesperson for the agency.

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### Qualifications and Experiences

- Bachelor's degree in a related field or equivalent experience desired.
- Five years' experience in a leadership role, preferably within a non-profit. Grant writing, donor relations, public speaking experience a plus.
- Proficient problem solving and decision-making experience.
- Possess significant business acumen.
- Understanding of domestic and sexual abuse dynamics and trauma-informed care practices.
- Good communication (oral and written) and interpersonal skills.
- Possess strong team leadership skills.
- Strong ability to be non-judgmental and flexible with ability to work with people from diverse cultural, racial, socio-economic and lifestyle backgrounds.
- Demonstrated, dependable and strong work ethic.
- Ability to maintain the highest levels of confidentiality.
- Ability to handle crisis and emergency management situations in a fast-paced environment.
- Experience working with community partners.
- Ability to laugh, and celebrate success, even under pressure.
- Experience managing a complex project or program.
- Successful supervisory skills.
- Experience writing professional documents, grant reports and/or persuasive materials.
- Strong sense of professional ethics and boundaries.



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### Instructions for Applicants

Interested applicants can please email the following items, combined into one document, to [FamilyCenter@leadingtransitions.com](mailto:FamilyCenter@leadingtransitions.com) no later than **1:00 p.m. CT March 31, 2023**: A letter describing your qualifications for this position and your interest in Family Center’s mission, a detailed and updated resume and the names of, your relationship to, and the contact information for, three professional references.

- The Family Center is an equal opportunity employer committed to Diversity, Equity, and Inclusion.
- References will not be contacted until a candidate has been notified.
- For this position The Family Center offers:
  - 72 hours of Holiday pay annually, prorated in first year, based on agency holidays remaining.
  - Start with 2 weeks of vacation annually, following first 90 days, 1/26<sup>th</sup> accrued each pay period.
  - 2 weeks personal leave, prorated for first year based on date of employment.
  - Simple IRA – employer matches up to 3% of employee’s contribution.
- The Family Center currently does not offer paid health insurance for staff. The Family Center does allow for payroll deduction for supplemental insurance from identified providers, but the employee pays the entire premium. If eligible, the payroll deduction may be taken pre-taxes.
- The annual salary range begins at \$75K.
- All offers of employment are contingent upon clear results of thorough background and reference checks.
- Employment at The Family Center is employment “at will” and may be concluded at the convenience of The Family Center.
- All inquiries about and interactions with candidates are kept in strict confidence.
- This position will remain open until filled.



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