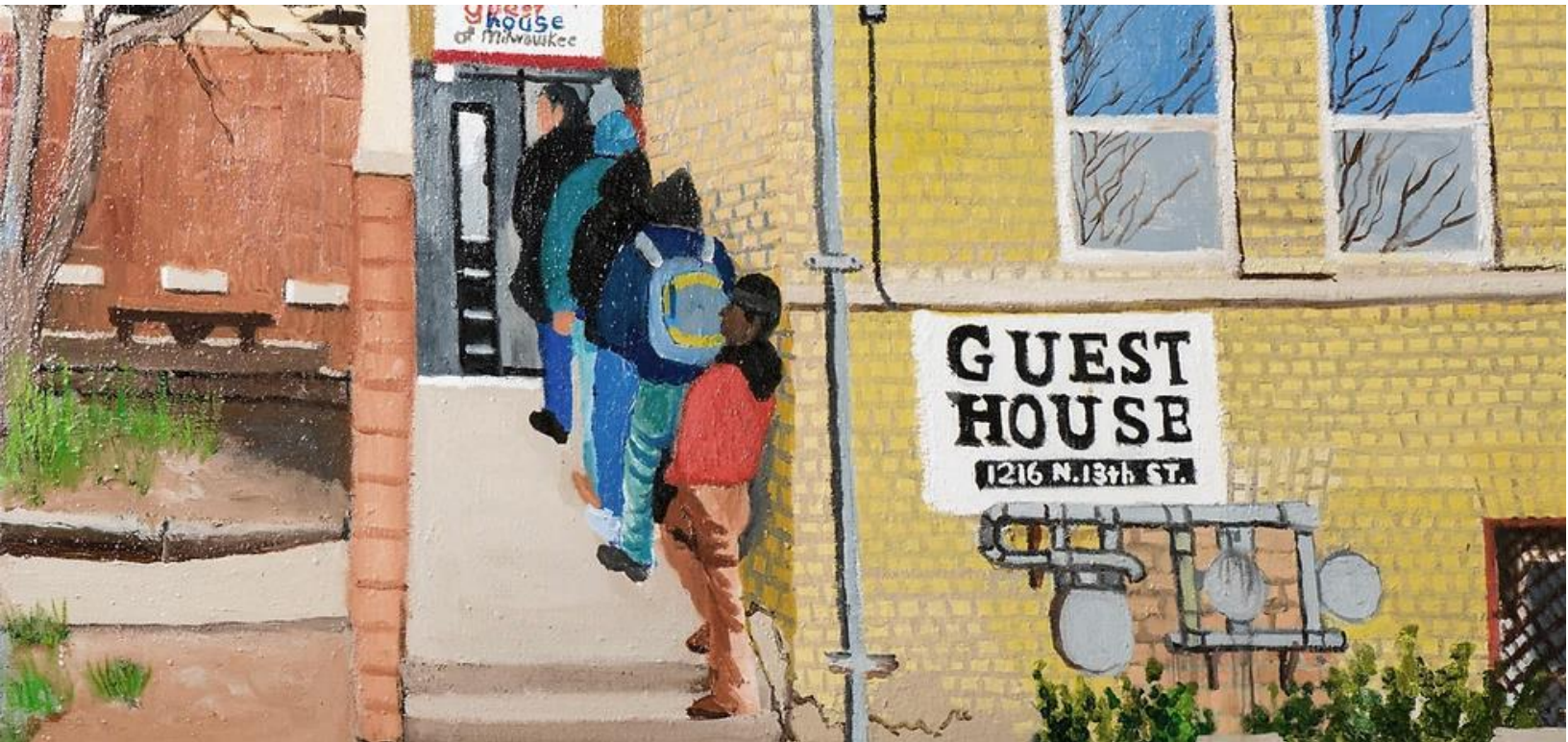




more  
than  
shelter

Chief Executive Officer  
Impact Description  
January 2024



## ORGANIZATION AND POSITION OVERVIEW

Since opening its doors to provide short-term shelter in 1982, Guest House of Milwaukee has grown to provide a full continuum of services both onsite and throughout the city, touching thousands of lives and involving the entire community. The Guest House provides shelter, housing, education, and services to Milwaukee's homeless who seek to transform their lives with dignity and purpose. The Guest House has a proven track record of assisting even those with the most severe challenges to overcoming homelessness regain and maintain their independence, including mental illness, addiction, physical and cognitive disabilities, and history with the criminal justice system.

The Guest House's programs and services are designed to address the full spectrum of homelessness, including prevention, shelter, clinical services, housing, and long-term case management. The Guest House begins with addressing the guests' basic needs and then matching each individual to a qualified case manager to develop an individualized plan for independence and to remove barriers to achieving one's goals. The Guest House helps men, women, and families secure a permanent, affordable place to live, and ensure that participants are able to maintain that housing once placed. The Guest House Counseling Clinic is certified by the state of Wisconsin and is dedicated to providing quality outpatient mental health and substance abuse counseling to clients at Guest House and the community in general.

This is a pivotal time in the life cycle of the Guest House – a time to set the stage for the next chapter. The next Chief Executive Officer (CEO) will have the wonderful opportunity to shape and lead the bright future of the organization. The CEO reports directly to the board chair and has overall accountability, responsibility, and authority for day-to-day operations in order to achieve the strategic objectives of the board. This includes providing strategic leadership consistent with the agency's mission and values, promoting a positive organizational culture that includes anti-racism, effectively managing agency's partnerships and resources, ensuring that services provided by the agency meet the needs of those served, and ensuring that the organization complies with federal and private grant obligations.

Please visit <https://www.guesthouseofmilwaukee.org/> to learn more.



## Leadership and Culture

- Cultivate and embody an organization that is inclusive, respectful, innovative, compassionate, and free of racism.
- Engage and energize staff, the Board of Directors, and the community partners around the organization's mission, vision, and values.
- Foster an environment and maintain a culture of equity, diversity, and inclusion to accomplish the mission.
- Encourage and embody innovation, forward thinking, and evidence-based programming.
- Regularly monitor the market conditions, identify community needs, and trends affecting the organization; capitalize on opportunities and adjust as needed.

## Mission and Strategy

- Connect programming to the strategic plan to achieve the agency's mission.
- Implement the Board approved Strategic Plan to ensure that the organization can successfully fulfill its mission and effectively manage change necessary to maximize impact.
- Maintain and take an active role in public policy and advocacy which affects those served by the organization.
- Participate in evidence-based program development and program evaluation activities, including formulation of policies and procedures as needed.



## Communications

- Serve as the primary spokesperson and represent the Guest House professionally in the community.
- Maintain relationships and partnerships with constituents, civic leaders, and professional organizations.
- Embrace, and effectively communicate, the importance of the mission as a core component of leadership and essential to maintaining effective relationships with the community.
- Continue to enhance the image of the organization by being active and visible in the community and by developing good relations with professional, public, and private organizations.
- Develop and execute an effective internal communication strategy - incorporate all team members and the board.
- Establish and maintain regular communication with the Board of Directors; keep the board apprised of any trends or considerations related to essential matters.
- Participate in marketing, communications, and public relations activities.
- Represent the Guest House at meetings of professional and community organizations.
- Serve as the primary liaison with partnerships providing funding and/or regulatory oversight.





## Board Governance

- Partner with the Board to retain their involvement and to achieve the mission.
- Ensure the Board of Directors is staffed and kept fully informed of the ongoing status of programs, fiscal matters and those factors influencing its activities.
- Coordinate the work of the board appointed committees and serve as an ex-officio member of each.
- Prepare and monitor progress of strategic plans, arrange for accurate meeting notes and guide in whatever area necessary related to effective governance as stated in the by-laws.
- Lead the organization in a manner that supports and guides the organization’s mission as defined by the Board of Directors.
- Communicate with the Board, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.
- Work with the Board Chair and nominating committee; assist in board development and ongoing nominations of board member composition that reflects the community served.

## Financial Performance and Fund Development

- Ensure the fiscal health of the organization and proper stewardship of complex resources.
- Effectively manage organization assets; balance budgets, diversify and strengthen revenue, maintain clean audit.
- Responsible for fiscal management within the approved operating budget, ensure maximum resource utilization, and maintenance of the organization in a positive financial position.
- Ensure the programs are properly resourced.
- Responsible for fundraising, governmental and private grant management, and developing other resources necessary to support the mission.
- Review and approve all contracts with funding sources and monitor contract compliance.
- Participate or lead as appropriate all fund development and grant writing activities.



## Operations

- Effectively administer agency operations.
- Implement evidence-based programs that carry out the agency’s mission.
- Hire, mentor and retain competent and qualified diverse staff.
- Select and appoint leadership staff; delegate responsibility, provide professional development and mentorship opportunities.
- Execute contracts, agreements, and other instruments made and entered into on behalf of the organization.
- Ensure the organization meets and exceeds regulatory compliance that services are delivered to clientele at the highest levels of quality.





## CEO Qualifications, Experiences, and Attributes

- ^ Demonstrated ability to manage and lead change.
- ^ Strong business and mission acumen.
- ^ Administration /Operations of an entity with oversight of a budget and staff of a similar or larger size.
- ^ Ability to effectively lead, motivate, inspire, and mentor internal staff.
- ^ Ability to raise visibility and develop a high profile with key external constituents and partners.
- ^ Comfortable and skilled as a spokesperson and face of the organization.
- ^ Compassionate, collaborative, and forward-thinking leadership style with an understanding and empathy for those who are homeless.
- ^ Embrace and possess knowledge base in the areas of equity, diversity, inclusion, and social justice.
- ^ 5 years leadership experience preferably within nonprofit administration; social service sector is a plus.
- ^ Broad knowledge base regarding non-profit agency management and leadership.
- ^ Bachelor's Degree from an accredited college or university.
- ^ Expertise in the following areas:
  - o Effective spokesperson / Public relations
  - o Written and verbal communication
  - o Budget and fiscal management
  - o Fundraising with emphasis on government and private grants; technical grant writing
  - o Government contract and RFP management
  - o Program and human resource management
  - o Anti-racism; Equity, diversity, and inclusion strategies
  - o Board governance

## COMMITMENTS FROM GUEST HOUSE OF MILWAUKEE

Guest House of Milwaukee is an Equal Opportunity Employer and Service Provider. Our programs, services and employment are available to all individuals on an equal basis regardless of race, color, religion, sex (including pregnancy), national origin, age, disability (including those with sight or hearing impairments), marital status, sexual orientation, arrest or conviction record, the ability to speak English and any other category protected by federal or state law.

- The annual salary range for this leadership position begins at \$125K and offers a comprehensive and generous suite of benefits.
- References will not be contacted until a candidate has been notified.
- Offers of employment are contingent upon clear results of thorough background and reference checks and drug testing.
- All inquiries and interactions with potential candidates are kept in strict confidence.
- This position will remain open until it is filled.

## INSTRUCTIONS FOR APPLICANTS

Please email all items below, combined into one document, to [GH@leadingtransitions.com](mailto:GH@leadingtransitions.com) no later than **1:00 p.m. CT on January 25, 2024**: Letter of interest describing your qualifications for this position and your interest in the Guest House's mission, addressed to: Mindy Lubar Price, Leading Transitions LLC; A detailed and updated résumé; and the names of, your relationship to, and contact information for, three professional references.

*Leading Transitions is committed to the vitality 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 great new opportunities.*

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Advancing Organizations