



EXECUTIVE DIRECTOR



The Road Home Mission:

The Road Home Dane County (formerly known as Interfaith Hospitality Network) serves homeless families with children in collaboration with local faith communities and organizations. The Road Home is committed to the empowerment and long-term success of children and families, to serving each family with dignity and respect, and to achieving results in helping families improve their lives. The Road Home welcomes the entire community, in all its diversity, to participate in the pursuit of safe, affordable housing for all.

EMPLOYMENT OPPORTUNITY: EXECUTIVE DIRECTOR

POSITION SUMMARY:

The Executive Director will be responsible for providing the leadership and vision necessary for The Road Home to achieve its mission. Overseeing a staff of 16, the Executive Director will provide guidance and leadership for the kinds of networking, programming, funding and wide community collaboration necessary for the long-term success of homeless children and families. By focusing on the oversight and guidance of the implementation of the strategic goals of The Road Home, the ED will support and empower homeless families with the dignity, respect, and the life skills needed to improve their lives. The ED will be responsible for shaping the organizational culture and the quality of the services offered by The Road Home in ways that allow the staff to fully use their potential and resources for assisting families in achieving safe, affordable and stable housing. A Masters in Social Work is highly preferred, but not required.

SPECIFIC JOB DUTIES:

- Promote The Road Home in ways that model an organization that embraces and encourages empowerment, compassion, integrity and respect.
- Oversee the operations of The Road Home in a manner which ensures all initiatives and programs are properly integrated, and working together to achieve the strategic goals.
- Oversee an organizational structure which ensures that programmatic objectives are aligned with the mission and are supported by finances, facilities, internal and external communication, and/or mutually beneficial partnerships
- Oversee the development and evaluation of programs and procedures, and have a working knowledge of all program components and systems.
- Develop, nurture and grow The Road Home's network of committed and prospective donors.
- Oversee fundraising planning and implementation, and in collaboration with the Development Director, identify resource needs, research funding sources, establish strategies to approach donors, submit proposals and oversee fundraising records and documentation.
- Provide leadership and supervision of all staff, through establishing goals and objectives; develop administrative and operational standards by which goals will be met.
- Promote an organizational culture that fosters passion for the mission, cooperation, open and frequent communication, and teamwork while encouraging the expression of individual gifts and skills in pursuit of a collaborative organization vision.
- Oversee all staffing activities of The Road Home, including recruiting, selecting, training, supervising and evaluation of paid, intern and volunteer staff members.
- Develop, recommend and manage the annual operating budget in consultation with the Board treasurer and the Finance and Investment Committee of the Board of Directors.
- Oversee the financial operations of The Road Home, ensuring that sound fiscal and risk management practices are in place in order to maintain the organization's financial strength.

- Assure the acquisition (in collaboration with the Development Director) and management of resources necessary to ensure that the financial operations of The Road Home are conducted in a manner approved by the Board of Directors and in accordance with applicable laws.
- Maintain a working knowledge of agency income and expenses.
- Assure that the agency is in compliance with membership and other requirements or standards of the United Way, Madison Community Foundation, Community Development Block Grants (CDBG), Dane County Department of Human Services, and other affiliated funding and regulatory agencies.
- Ensure that The Road Home and its mission, programs, services and successes are consistently presented in a strong, positive manner to relevant stakeholders as well as to the wider community and potential funding sources.
- Participate in other service provider groups and in forums with social services agencies, and represent The Road Home to the media.
- Guide, support and serve the Board of Directors in establishing goals and executing initiatives designed to fulfill the mission of The Road Home.
- Maintain a working knowledge of the Board and its committee activities, attend monthly Board meetings, and attend committee meetings as needed, while communicating regularly with the Board President and committee chairs.
- Collaborate with and support the Board to ensure that board members are well informed and positioned to provide the support and commitment needed for The Road Home to thrive.



KNOWLEDGE, SKILLS AND ABILITIES:

The Road Home is seeking an individual who brings significant and proven leadership skills developed through at least five years of experience in an agency working with underserved populations, and at least three years in senior management positions. Candidate's experience can include work in a non-profit, for-profit, or government organization. The following describes the ideal experience and assets a successful candidate will offer:

- Ability to foster a healthy organizational culture, to encourage teamwork and collaboration; strong interpersonal skills that include the ability to inspire and motivate; effective at conflict management.
- Demonstrated and sincere passion for the mission of The Road Home with the ability to articulate the mission across all key stakeholder groups (e.g., staff, business and philanthropic communities, local and regional government officials, community leaders, the general public and the media.)
- Ability to move seamlessly among staff, volunteers, Board members, funders, community members and the families served by The Road Home.
- Experience working with a Board of Directors or other governing body.
- Demonstrated success in generating revenue through a variety of fundraising techniques, including experience with major gifts solicitation, planned giving, annual campaigns, special events and grant proposals.
- Financial and operational acumen; direct experience with budget development/management and P&L oversight.
- Proven skills developing and implementing strategic business plans.
- Excellent communication skills, both written and oral; strong presentation skills.
- Demonstrated success working with diverse perspectives and groups, including racial and ethnic minorities.
- A goal oriented, compassionate, visionary leader who possesses the creativity and drive necessary to build upon and expand the success and impact of this organization.
- Demonstrated experience developing and/or enhancing programs through effective outcome measurement.
- Bachelor's degree from an accredited college or university; Masters in Social Work or commensurate degree preferred.

JOB LOCATION:

The position is located in Madison, Wisconsin. Madison anchors a thriving economic region of 400,000 which includes the state capital, the University of Wisconsin-Madison, a world-class research university, and growing technology and research companies.

Madison is a rare combination of thriving businesses, progressive government, rich culture and advanced education - all in a setting of rare natural beauty. Surrounded by five lakes, laced with bike trails, and enlivened with numerous parks and green spaces, the area offers countless opportunities to enjoy a prosperous career, operate a successful business, and enjoy your favorite pastimes. Boating and water sports on our lakes; hiking, biking, and skiing on our trails; and camping in our many state parks around the city and the region offers a range of recreational opportunities in a breathtaking natural environment. Combine these factors with clean air, abundant green space, superior educational and healthcare facilities, a low unemployment rate, great communities and a sense of personal security, and you have Madison - a great place to live and work.

For more information about Madison's advantages as a place to live, please visit:

<http://www.thrivehere.org/>

<http://www.visitmadison.com/>

<http://www.greatermadisonchamber.com/>



APPLICATION AND SELECTION PROCESS:

The Road Home has retained **QTI PROFESSIONAL STAFFING, INC.** to conduct the search for its new Executive Director. QTI Professional Staffing is a specialized recruiting division of The QTI Group, a comprehensive human resources advisory services firm founded in 1957. QTI is headquartered in Madison, Wisconsin and has fourteen branch offices.

Qualified individuals interested in being considered for the position are invited to send a cover letter with salary history and expectations along with a resume by February 13, 2012 to:

QTI Professional Staffing
Attention: Paige Goldner
Executive Recruiter, Nonprofit Leadership
702 East Washington Avenue
Madison, WI 53703
(608) 232-2650
(608) 663-4830 fax

To apply via email, please attach a resume in MS Word format:
RoadHome_ED@qstaff.com

*The Road Home and The QTI Group are Equal Opportunity Employers.
The Road Home is an Affirmative Action employer.*

