



Balance Inc.
Executive Director



Position Profile

June 2018



Improving the quality of life for persons with developmental disabilities

Organization and Position Overview

Balance, Inc., with a \$5 million annual operating budget, the largest nonprofit organization in Ozaukee County, is dedicated to improving the quality of life for persons with developmental disabilities. We work to improve the quality of life for people with developmental disabilities providing services to individuals that promote and respond to their personal goals, desires, needs and dreams. We strive to empower each individual in determining the direction of his or her life. Our services enhance the communities' capacity to understand and embrace persons with developmental disabilities. We are committed to provide services that maximize individual potential, while acting as prudent stewards of our resources. We are looking to enhance our visibility and presence in the community to attract more resources. The ideal leader will take the current positive momentum of the organization, expand upon it, and move it forward.

The Executive Director has overall financial, strategic and operational responsibility for Balance's staff, programs, growth and execution of its mission. He / She is ethical, passionate and credible as an advocate and representative of the organization and the brand. The Executive Director will generate empathy, understanding and a commitment that creates a positive culture in the organization. He / She will take the current potential of the organization to the next level to recruit more participants and help us grow. Balance Inc. requires a senior leader who understands and embraces our mission and vision; operates with quiet confidence; is recognized as a leader in the community; calmly plans and executes changes and who communicates effectively with internal and external audiences to help them understand the importance of this work to the families Balance serves. The new Executive Director will have a significant, positive impact on the lives of those we serve and will cultivate a culture of compassion and responsibility that continuously serves them to the fullest. He / She acts as a role model to champion the unique needs of diverse individuals by determining appropriate programs, responses and degree of individual advocacy in keeping with Balance's mission, vision, culture and organizational objectives.

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



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Key Responsibilities

Leadership & Strategic Planning

- Develops courses of action and metrics leading to successful implementation of the organization's strategic plan.
- Works closely with the Board of Directors in the development of strategic plan as well as associated short and long-term plans.
- Executes essential restructuring with a focus on the employment or redeployment of people, capital and other resources in accordance with the organization's strategic plan.
- Reports key issues and performance metrics to the Board on a regular basis.
- Serves as ex-officio of each Board of Directors' committees.
- Develop goals, strategies and tactics to accomplish strategic plans approved by the Board of Directors.
- Ensures programs are evaluated on a rigorous and consistent basis.

Community Presence & Fundraising

- Creates and sustains fundraising efforts to ensure the organization's future success and financial security.
- Acts as an effective spokesperson to the public and uses external presence and relationships to garner new opportunities.
- Strengthens the brand by communicating program results and successes in the geographic areas served by Balance.
- Expands fund development by overseeing short and long-term fund development goals to expand the organization's individual donor and philanthropic outreach.
- Builds strong relationships with funders, community leaders and elected officials.

Staff Management & Compliance

- Leads, coaches, and develops the management team by establishing clear goals and expectations, providing feedback, building upon the strengths of staff.
- Provides on-going communication with Balance, Inc. staff, around the strategic plan and its alignment with each of their roles.
- Helps others identify, take ownership of, and succeed in achieving shared goals.
- Offers opportunities for employee growth.
- Integrates government regulations with the organization's business practices to ensure compliance.
- Assures that all policies and procedures meet government regulations and requirements and reflect best practices.



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| Organizational Competency | |
| Promoting Mission & Culture | Competency Description: Acts as a model and champions the unique needs of the diverse clients by determining appropriate programs, responses and degree of individual advocacy in keeping with Balance’s Mission, Vision, Culture and Organizational objectives. Uses the organization’s vision, mission, culture, and values to achieve desired results and to guide day-to-day activities. |
| Positional Competencies | |
| Leadership | Competency Description: Brings perspective to challenges and issues, simultaneously focuses on short and long-term strategies/goals/actions. Helps others identify, take ownership of, and succeed in achieving common goals. Models behaviors that staff can follow. Inspires, motivates, recognizes, and rewards positive behaviors in support of the organization’s mission, vision, and values. |
| Communication | Competency Description: Provides timely and effective communication while clearly organizing and expressing information and ideas to meet the needs of the organization. Communicates with tact and sensitivity to the audience on content and context. Adjusts messaging to the audience to line with their experience, background, and expectations. |
| Integrity | Competency Description: Maintains a high degree of honesty and judgment at all times. |
| Accountability | Competency Description: Holds self and others accountable for meeting personal and business goals aligned with the organization’s strategic objectives by monitoring plans, focusing on results, and measuring outcomes. |
| Quality | Competency Description: Demonstrates strong commitment to quality programs and data-driven program evaluations. Actively creates mechanisms and channels to facilitate contributions to quality improvements. |
| Relationship Management | Competency Description: Develops and maintains positive supportive relationships with staff, participants, community members, care management organizations and other outside / third parties. Consistently treats others with respect, accomplishing objectives through networking and collaboration, valuing and involving people of diverse backgrounds and experiences. Works with others to resolve challenges and solve disagreements—always reaching a win-win solution and maintaining productive relationships. |
| Influence & Presence | Competency Description: Displays a presence and positive image that establishes and maintains credibility. Has the ability to win support and gain cooperation. |



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| Time Management | Competency Description: Identifies, prioritizes and balances tasks and activities, and exercises discipline to maintain focus, reduce interruptions, avoid procrastination, and persist in execution. |
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Formal Education

Bachelor's degree in Human/Social Services, or related field, required.

Master's degree preferred.

Relevant Experience & Training

- Minimum of 10 years of senior leadership experience, preferably in a non-profit setting.
- Demonstrated ability to coach a diverse staff, manage, and develop high performing teams.
- Proven ability to develop, implement and achieve strategies to grow the organization while ensuring financial stability.
- Minimum of 10 years financial/budget oversight experience including experience working with government funding.
- Past working experience with a diverse board of directors with the ability to cultivate board member relationships.
- Strong marketing, public relations, and annual fund and endowment development experience with the ability to engage a wide range of stakeholders and cultures.
- Experience overseeing a successful fund development program preferred, including state, federal and private funding sources.
- Experience successfully engaging a wide range of stakeholders and cultures within the contexts of marketing, fundraising, and public relations.

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this job/classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

Balance, Inc. is an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, protected veteran status or and other characteristic protected by law.



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CANDIDATE APPLICATION INFORMATION

For full consideration, please email all three items below, combined into one document, to Balance@leadingtransitions.com, no later than 5 p.m. on July 8, 2018:

1. A **letter** describing your qualifications for the Executive Director position, including your specific interest in this work and a description of your salary parameters;
2. A detailed and updated **resume**; and
3. The names of, your relationship to, and contact information for, **three professional references**.

Please note:

- References will not be contacted until a candidate has been notified
- Background and verification checks will subsequently be performed, with candidate permission, and are required to be hired for this position
- All inquiries and interactions with potential candidates are kept in confidence

Leading Transitions is committed to the future vitality of nonprofit organizations, philanthropic institutions and leaders. The practice has been refined to provide the flexibility necessary to adapt to the intricacies and dynamics of any transition. To learn more, please visit: <http://leadingtransitions.com/>.