



Job Description
Family Resource Center of Sheboygan County
Executive Director

The Family Resource Center (FRC) of Sheboygan County, an established nonprofit of 25 years, is looking for an Executive Director to drive community partnerships, nurture teamwork in a positive workplace, and lead the organization to realize a shared vision for growth and success. This person will build on current organizational strengths and partner with the Board of Directors (BOD) to build community support. The Executive Director must have the desire and skills to grow programs and revenue streams, while staying focused on our mission of building strong families and strong communities.

Position Summary: The Executive Director is responsible for the leadership and management of the FRC, including financial and personnel management, marketing, community outreach, fund development, and oversight of program development and project implementation. This highly visible position will require the Executive Director to maintain and grow partnerships within the community and to be the primary public spokesperson for the organization.

Programs: FRC's mission is to provide families and individuals of Sheboygan County with educational programming and resources to support a connected and thriving community. To do this, we offer two main programs: Parents as Teachers and Literacy Council. Parents as Teachers is a strengths-based home visiting program, supporting families with children ages birth through 3-years-old, as well as parenting classes and monthly family activities. The Literacy Council program trains volunteers to work with adult students who have goals around learning English and/or increasing their literacy skills. This is done through one-on-one tutoring and group classes onsite at local businesses, as well as offering U.S. Citizenship classes.

Reports to: FRC Board President

Salary Range: \$70,000 - \$80,000

Benefits:

- Flexible Schedule
- Paid Vacation and Holidays
- Employer supported Health Reimbursement Account to support insurance premium costs and/or medical costs
- 403(b) with employer match
- Employee Assistance Program

Job Requirements

Essential Duties and Responsibilities:

- Oversee general operation of FRC and related activities.
- Plan and execute organizational goals identified by the team and Board of Directors (BOD).
- With staff and BOD input, identify and drive key actions to achieve established goals.
- With BOD approval, create and maintain organizational budgets, while growing revenues to drive enhanced services and improved outcomes year-over-year.
- Review funding annually, assessing opportunities for growth through writing additional grants and foundation requests, as well as establish goals around annual mail campaign, major gifts, fundraising events, and planned giving.
- Maintain and grow positive community partnerships; act as spokesperson and advocate for FRC.
- Maintain a healthy work culture through engagement of entire team, providing leadership through open communication.
- Work effectively with BOD, organizing and attending board meetings, and acting as primary liaison between BOD and staff.
- Other duties as assigned by the BOD.

Administration

- Work with the BOD on governance policy issues by providing support and by initiating approved recommendations or actions.
- Ensure compliance to minimum standards in accordance with all government legislation, regulations and guidelines pertinent to the organization's role as an employer and non-profit agency.
- Recommend, to the BOD, changes to policies and procedures that would improve the organization.
- Encourage and support staff growth through professional development opportunities.
- Develop, maintain, and update job descriptions pertinent to the organization.
- Submit all information, reports and records, as requested or required by law, to appropriate government officials or the BOD.

Financial

- Maintain full awareness of the complete financial, statistical, and accounting records of the organization, in partnership with the BOD and financial administrator.
- Ensure that operating results established in the annual budget are achieved and control operating expenses within budget.
- Ensure the accuracy, integrity, and timeliness of all financial accounting and reporting.
- Understand the fiduciary duties of the position for the organization.
- Ensure the preparation of the annual budget for BOD approval.

General

- Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions within ADA guidelines

Qualifications:

- Education: Bachelor's Degree in Organizational Leadership, Management, Social Work, Human Services, or related field.
- At least two years of experience in a leadership position.

- Experience: Administrative experience including fiscal management, fund development, team development, and program management.
- The Executive Director must have integrity, vision, and the ability to work strategically towards the future of the FRC and its role within the community.
- Passion for the FRC mission of building strong families and strong communities.
- Experience with programs focused on families, early childhood, and/or literacy is preferred but not required.

To apply:

- Email cover letter and resume to jbonnett@frc-sc.org