

Executive Director

Position Profile



Strengthening the Lives of Youth and Families



Position – Executive Director

Organization – Briarpatch Youth Services

Location – Madison, WI

Reporting Relationship -- The Executive Director reports to the Chair of the Board of Directors

Website --<https://youthsos.org/>

To apply, please send a resume and customized letter of interest to rspano@spanopratt.com.

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Organization

Briarpatch Youth Services, Inc. is a private, nonprofit organization based in Madison and serving Dane County, WI. The current organization which was formed by the merger of Briarpatch, Inc. (established 1971) and Community Adolescent Programs, Inc. (established 1978) will soon be celebrating its' 50th anniversary. The organization has enjoyed continuity in leadership and a strong administrative team along with a passionate committed staff.

The organization which has a balanced budget of approximately \$2.8M, employs a team of 31 mission driven full time staff and an additional 10-15 part time staff. The organization is committed to racial equity and inclusion and serves a diverse clientele. Briarpatch is ardently working to be an anti-racist organization and is committed to eliminating any trace of white supremacy culture that may exist within our workplace and service delivery model.

Briarpatch Youth Services enjoys a positive reputation and the dedicated team is passionate about the youth it serves. Each year, Briarpatch serves approximately 3,000 unduplicated youth. Core programs include a broad array of services to runaway, homeless, and at-risk youth. Briarpatch works closely with local governments and other non-profit organizations to provide unique programs that fill service gaps.

It is estimated approximately 300 youth in Dane County go to bed homeless each night. These are good kids in bad situations and they need help. The staff at Briarpatch Youth Services work with these youth to make sure they have the resources and support they need in order to succeed.

Programs:

- At Risk Youth and Families; Youth Shelter, Street Outreach, Teens Like Us, Runaway and Homeless Youth, Parent Support Program
- Youth Employment; Madison Summer Service Teams
- Court Involved Youth; Youth Restitution, Intensive Supervision, Restorative Justice Program

For a detail of programs and community impact:

<https://youthsos.org/images/2019-AR-Final-516.pdf>



Briarpatch celebrates the opening of its Youth Shelter, the first of its kind in Dane County.

Position Overview

Due to the retirement of the current long-standing Executive Director, the Board of Briarpatch Youth Services is seeking a successor to continue in its important mission of strengthening the lives of youth and families. This is an exciting and timely opportunity for a passionate leader to build on the strength of this organization and to be an integral part of bringing about fundamental, societal change.

The Executive Director reports directly to the Board Chair and serves as the Chief Executive Officer of the organization and will have 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, effectively managing agency's financial resources, ensuring that services provided by the agency meet the needs of youth and families, and ensuring that the organization complies with contractual and grant obligations. Specific responsibilities include:

Leadership and Culture: Cultivate and embody an organization that is innovative, diverse and equitable so that all staff and clients feel heard, understood, and robustly supported.

- Actively engage and energize staff, the Board of Directors, and the community around the organization's mission, vision, and values.
- Build and maintain a culture of equity and inclusion in the organization for all staff and clients.
- Encourage and embody innovation, forward thinking, and evidence-based programming.
- Regularly monitor the market conditions, identify environmental changes and trends affecting the organization; capitalize on opportunities and make adjustments as needed.

Organization 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 into the future.
- Promote the importance of the agency's services to various stakeholders that are connected to the youth justice and restorative justice systems and communities.
- Maintain and take an active role in public policy and advocacy, which affects those served by the organization.

Communication: Briarpatch Youth Services delivers services and programs in an inclusive based environment intended to meet the needs of all youth. The ability to embrace and effectively communicate this aspect of the mission is a core component and essential to maintaining effective relationships with the community.

- Serve as the primary spokesperson and represent Briarpatch Youth Services professionally in the community at all times. Maintain the appropriate relationships and partnerships with constituents, civic leaders, and professional organizations.
- Position the organization as a leading provider of youth services and maintain its reputation as a respected authority in the industry.
- 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, incorporating all team members.

Financial Performance and Viability: Ensure the fiscal health of the organization.

- Monitor the operations, ensure the programs are properly resourced, manage all assets, balance budgets, and drive and strengthen revenue. Keep the board apprised of any trends or considerations related to these fiscal matters.
- Operate within the approved budget, ensure maximum resource utilization, and maintain the organization in a positive financial position.
- Maintain diverse sources of revenues by fundraising, applying for public and private funds, and developing other resources necessary to support the mission.

Board Relationships: Partner with the Board to achieve the mission of the organization.

- Assure the Board of Directors is staffed and kept fully informed of the ongoing status of programs and those factors influencing its activities.
- Coordinate the work of the Board appointed committees and serves as an ex-officio member of each. Prepares strategic plans, arranges for accurate meeting notes and assistance and guidance 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.
- Coordinate and communicate with the Board, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.

Operations: Effectively administer agency operations.

- Implement evidence-based programs that carry out the agency's mission.
- Hire and retain competent and qualified diverse staff;
- Execute contracts, agreements, and other instruments made and entered into on behalf of the organization.
- Ensure the organization meets and exceeds regulatory compliance, that care is delivered to clientele at the highest professional levels are achieved.

Management Responsibilities

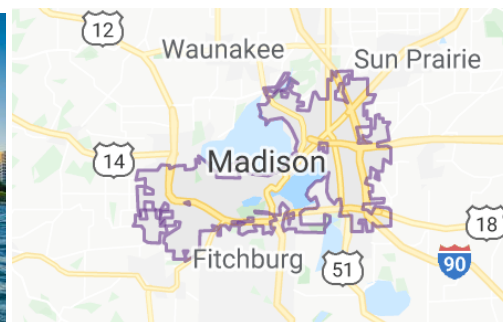
- Provides leadership, vision, and direction for the agency consistent with the agency's mission.
- Selects and appoints key leadership staff; delegates responsibility, regularly monitors performance and documents evaluations.
- Participates in evidence-based program development and program evaluation activities, including formulation of policies and procedures as needed.
- Represents the agency at meetings of professional and community organizations.
- Serves as the primary liaison between the agency and those organizations/agencies providing funding and/or regulatory oversight.
- Participates in preparation of agency's annual budget and approves the final budget draft that will be presented to the Board of Directors. Reviews monthly financial statements and makes adjustments in expenditures as needed.
- Reviews and approves all contracts with funding sources and monitors contract compliance.
- Participates in fund development and grant writing activities.
- Participates in marketing, communications, and public relations activities.
- Serves as a member of the Board of Directors, is engaged in ongoing Board development and keeps the Board apprised of agency fiscal and program operations.
- Oversees the agency's human resources functions including interpretation of policies and procedures, and approving all hires and involuntary terminations.

Professional Qualifications

- Demonstrated ability to manage and lead change.
- Administration /Operations – 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.
- Comfortable and skilled as a spokesperson and face of the organization.
- Visionary, collaborative and forward-thinking leadership style with strong cultural diplomacy.
- Possesses a strong knowledge base in the areas of equity, diversity, inclusion, and social justice.
- Proven skills in effectively executing diversity and inclusion, anti-racisms and BIPOC strategies both internal and external
- 10 years of experience in a human services or youth development setting is a plus.
- 5 years leadership experience building teams.
- Broad knowledge base regarding non-profit agency management and leadership.
- Expertise in the following areas:
 - Written and verbal communication
 - Budget and fiscal management
 - Fundraising and government and private grants; technical grant writing
 - Government contract and RFP management
 - Program and personnel management
 - Equity, diversity, and inclusion strategies
 - Effective spokesperson / Public relations
 - Board governance

Education: Bachelor degree in human services, education, or a closely related field.

Location: Briarpatch Youth Services is based in the city of Madison, the capital city of Wisconsin. It's known for the domed Wisconsin State Capitol, which sits on an isthmus between Lakes Mendota and Monona. Greater Madison is an outdoor lover's paradise. Green space and trails. Five glistening lakes and over 260 parks perfect for picnicking. Whether you're a resident looking to try a new-to-you park or trail, or a visitor eager to spend some time outdoors, you'll find ample space to explore and unwind safely.
<https://www.visitmadison.com/>



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