

Chief Executive Officer

Position Profile



For a confidential conversation, please send a resume to:

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Organization

Lutheran Counseling & Family Services of Wisconsin (LCFS) is a non-profit, state licensed outpatient mental health care organization and adoption service provider serving the state for over 120 years. Our licensed therapists provide counseling to children, individuals, and families regardless of race, ethnic background, or religious affiliation. With a main office in Wauwatosa, LCFS also operates 13 satellite offices across Wisconsin.

The organization which has a balanced budget of approximately \$1.2M, employs a team of 22 mission-driven staff and an additional group of volunteers. LCFS enjoys a positive reputation and the dedicated team is passionate about the youth and families served.

Services:

OUTPATIENT MENTAL HEALTH COUNSELING AND THERAPY

- * Stress, anxiety, depression, and self-esteem issues
- * Alcohol and other drug abuse counseling and treatment (AODA)
- * In-school Counseling Services
- * Marriage And Relationship Counseling
- * Grief, loss and bereavement coping
- * Anger Management Skill Building
- * Addressing geriatric mental health issues and concerns
- * Military veterans and family counseling
- * Adolescent issues and depression counseling

OUTPATIENT AODA (ALCOHOL & OTHER DRUG ABUSE) COUNSELING

If alcohol or drug use is negatively a person's relationships, daily functions, and/or physical health, there may be a serious problem that needs to be addressed through professional counseling and treatment.

We offer a full range of outpatient treatment services including:

- * One-on-one counseling and group therapy
- * Prevention education
- * Relapse prevention

ADOPTION SERVICES

Provides counseling and adoption resources for domestic or international adoptions, Pre-Adoption Foster Care, and Guardianship.



Position Overview

Due to the retirement of the current Chief Executive Officer, Lutheran Counseling & Family 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 positive change.

The Chief Executive Officer reports directly to the Board Chair 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 organization's mission and values, promoting a positive organizational culture, effectively managing organization's financial resources, ensuring that services provided by the organization 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.
- Provide leadership, mentorship, and ongoing development for staff. Provide direct training for clinical staff.
- Build and expand Christian school counseling programming in alignment with strategic plan.
- 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 organization'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 organization's services to various stakeholders that are connected to the school youth AODA and mental health issues.
- Provide ongoing support to Thrift Store staff as needed

Fundraising: Build networks with donors and prospects, sharing programming updates, successes, and stories of program impact. Create a moves management system to track donor gifts, and stewardship efforts.

- Maintain diverse sources of revenues by fundraising, applying for public and private funds, and developing other resources necessary to support the mission.
- Expand donor connections and contributions to build sustainability

Communication: 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 LCFS 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 mental health and adoption 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.

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.
- 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 organization operations.

- Implement evidence-based programs that carry out the organization'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.
- Oversee facilities maintenance and planning for offices and thrift store locations
- 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 organization consistent with the mission.
- Selects and appoints key leadership staff; delegates responsibility, regularly monitors performance and documents evaluations.
- Represents the organization at meetings of professional and community organizations.
- Serves as the primary liaison between the organization and those organizations/agencies providing funding and/or regulatory oversight.
- Participates in preparation of organization'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 organization fiscal and program operations.
- Oversees the organization'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.
- Incumbent possesses required licenses/certifications with demonstrable related experience.
- 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.
- 10 years of clinical experience in the field of mental health is preferred.
- 5 years leadership experience building teams.
- Broad knowledge base regarding non-profit organization 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
 - Effective spokesperson / Public relations
 - Board governance

Education: Masters' degree in human services, clinical mental health, or a closely related field, PhD preferred in applicable discipline.

Location: LCFS is located in Wauwatosa, Wisconsin, and has 13 satellite offices throughout Wisconsin.



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