

**EXECUTIVE DIRECTOR  
RACINE VOCATIONAL MINISTRY**

RACINE, WISCONSIN



Racine Vocational Ministry has partnered with Spano Pratt Executive Search to identify their new Executive Director. For a confidential conversation and to learn more about this opportunity, please contact Diana Kreiling.

**Spano Pratt Executive Search**

Diana Kreiling, Senior Executive Search Consultant  
[Dkreiling@spanopratt.com](mailto:Dkreiling@spanopratt.com)  
847-710-0060  
[www.spanopratt.com](http://www.spanopratt.com)

Dave Gromacki, Search Consultant  
[dgromacki@spanopratt.com](mailto:dgromacki@spanopratt.com)  
262.893.7301  
[www.spanopratt.com](http://www.spanopratt.com)

## ORGANIZATION

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Racine Vocational Ministry (RVM) prepares participants to become fully engaged in their lives by offering tools and skills, respecting their inherent dignity, and walking alongside them in their transformative journeys. The program's key for long term success is cognitive change. They begin by meeting participants where they are and then help them negotiate the stages of change as they develop prosocial thinking patterns. This cognitive transformation, combined with love, hope and finding a true vocation for program participants, is what separates RVM from other workforce development programs.

Started in 2001, RVM has placed over 5000 participants in jobs and education. RVM offers two programs. The Walk-in Program is for members of the community who have been unable to find job security, and the Second Chance Program is for those coming out of prison and reentering the community. For both programs, a plan will be created to improve training and soft skills, discuss solutions for success, and provide one-on-one coaching. When participants are ready, job counselors will help arrange interviews with local employers that best match the participants' training, skills and interests.

As an organization, RVM exceeds job retention rates and reduces recidivism. By completing the RVM program, there is a 50% reduction in recidivism with 75% retaining jobs for over six months. Every dollar spent in RVM services results in a \$3 return to the tax base.



## POSITION OVERVIEW

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The Executive Director of Racine Vocational Ministry, Inc. (RVM) is a full-time position serving the mission of RVM. The vision of RVM is advanced by the Executive Director through programming, administration, managerial and fund development functions. This position is 100% devoted to the management and administration of the agency programs.

## KEY RESPONSIBILITIES

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### **Programming**

Responsible for developing and overseeing the program services offered by Racine Vocational Ministry, Inc.

- Optimal management of current programs, creating new programs, coordinating consultants and contracts for program development and/or training.

### **Administration**

Responsible for the overall administration of RVM with key support from other staff members.

Administrative tasks include:

- Day-to-day operation of office.
- Recruiting, hiring, supervising, and developing staff members, including setting and adjusting compensation for staff within the constraints of the budget.
- Planning, directing, coordinating and evaluating the work of staff members.
- Participating in major RVM community events, Board meetings, and the RVM annual meeting.
- Representing RVM in the public forum.
- Presenting a proposed budget to the Board and being responsible for ensuring performance consistent with the final budget.
- In cooperation with the Finance Committee of the Board, assuring proper management of all financial matters of RVM including budget planning and oversight.



### **Managerial**

- Responsible for hiring and managing outside consultants and other outside professional services.
- Responsible for building and maintaining constructive relationships with businesses, educational institutions and the community at large.

### **Fund Development**

Responsible for fundraising activities of RVM directly or through the assistance of staff members and the Board which may include:

- A contract grant writer
- Resource Development Committee of the Board

- Oversee all grant proposals to foundations, government entities, corporations, and individuals, making certain that applications are filed in a timely manner, completed per specifications, and targeted toward those groups that would support the work of RVM's mission.
- Ensure that post-grant approval reports are appropriately completed, signed and filed within the required timeframes/periods.
- Soliciting financial sponsorship of events.



## QUALIFICATIONS & EXPERIENCE

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- Experience managing people
- Experience planning and developing budgets
- Experience managing fiscal affairs of an organization or agency
- Knowledge and experience in fundraising and grant proposal development including religious, government and corporate organizations
- Excellent interpersonal and public speaking skills
- Strong writing and people management skills
- Results-oriented
- Ability to forward plan and critically assess own performance
- Bachelor's degree in business or related field, or social work or related field, or administrative sciences and/or 5 or more years of equivalent related experience
- Some travel will be necessary
- Valid driver's license, for work-related travel, e.g., to companies, collaborating agencies, external marketing, etc.

### Compensation and Benefits:

- \$95,000 to \$115,000
- Benefits (Medical, Dental, Vision, and SEP Retirement Plan)

To learn more about Racine Vocational Ministry, and to see our community report, visit:  
[Racine Vocational Ministry | futures in spirit and hope \(rvmracine.org\)](http://rvmracine.org)



This position is not just a job; it's an opportunity to positively change people's lives and futures.

To be considered for this opportunity, please submit a cover letter and resume to:

**Spano Pratt Executive Search**

Diana Kreiling, Senior Executive Search Consultant

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**LOCATION: RACINE, WI**

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Racine, Wisconsin is located on the shore of Lake Michigan at the mouth of the Root River. It is 22 miles (35 km) south of Milwaukee and approximately 60 miles (100 km) north of Chicago. Racine is the fifth-most populous city in Wisconsin and has been rated one of the “most affordable places to live in the world” by the Demographia International Housing Affordability survey.

Racine is the headquarters for a number of industries, including Case IH heavy equipment, and S.C. Johnson cleaning and chemical products. It is also home to Racine Danish Kringles, the official Wisconsin state pastry.

Racine has several examples of Frank Lloyd Wright’s work, including the Johnson Wax Headquarters, Wingspread, the Thomas P. Hardy House and the Keland House.

Culturally, Racine offers the Racine Art Museum, the Racine Theater Guild, Choral Arts Society of Southeastern Wisconsin, and the Racine Symphony Orchestra in addition to other visual arts organizations, galleries, performance groups, music organizations, dance studios, concert series and special art events.

Racine is nationally known for its 4<sup>th</sup> of July Parade which is the largest in the Midwest.



To learn more about Racine:

[Welcome to the City of Racine](#)

[Home - Racine Area Manufacturers and Commerce \(racinechamber.com\)](http://racinechamber.com)