

# THE PEAK INITIATIVE

## Executive Director Opportunity

March 2023



Potential



Experience



Access



Knowledge



The Executive Director of The Kellogg PEAK Initiative (PEAK) is a unique position: they can focus their energy and efforts on impact, programming, and youth development. The generous investment the Kellogg family makes to cover PEAK's operating and infrastructure costs on an annual and ongoing basis allows the Executive Director and the team to devote their talent and time to programming and collaborations that most positively impact youth, families, and the greater community.

This leadership position requires a dynamic and engaging relationship-driven professional who seamlessly interfaces with the diverse constituents PEAK interacts with. These include government entities, partners, community stakeholders and more. PEAK's Executive Director is a collaborative leader who develops and oversees all program activities and operations in accordance with its stated purpose and mission. They will provide leadership, direction, and coordination in all activities that will be flexible based upon changing community needs. The Executive Director will modify programs, services and/or policies accordingly in such a manner to insure maximum benefits to the constituents and community.

The Executive Director leads in a manner which insures full integration of the contributions and feedback of the board, staff, volunteers, and greater community. They are directly accountable to the Board of Directors as well as to a broad variety of stakeholders and serve as an ex-officio non-voting member of all Board committees. Acting as an advisor to the Board of Directors, the Executive Director will keep the board informed of operations and trends so that it has adequate information for carrying out its policy making responsibilities. Additionally, the Executive Director is to provide opportunities for members of the Board of Directors to make maximum contribution to PEAK's programs and services. The Executive Director will provide a setting and environment for creative work of staff, students, volunteers, and the Board. Most importantly, they must demonstrate a passion for making a positive difference in the lives of the youth and families PEAK serves.

PEAK is a nonprofit organization focused on bringing out the limitless potential in young leaders through extraordinary experiences and nurturing relationships. PEAK believes a child's potential should not be limited by their circumstance and that all youth have the right to be involved in activities and pursuits that nurture their spirit and support their passion. This is why PEAK works tirelessly to ensure that our young people have access to purpose-driven, experience-based programs, facilitated by highly skilled professionals firmly invested in seeing them thrive. PEAK offers comprehensive programming that builds leadership-focused, social and emotional learning skills, spanning into adulthood.

PEAK's approach to leadership development is driven by best practices in social-emotional learning and experiential education with proven results. Our success has led us to expand our offerings beyond summer camp to include after-school and weekend offerings, year-round. PEAK has served thousands of youth through 6 major program areas. Each summer, PEAK provides day and overnight camp opportunities for over 500 Milwaukee youth at no cost to their families. PEAK hires dynamic staff each summer to build reciprocal relationships with the youth and make extraordinary experiences and nurturing relationships come to life. The commitment is long-term, a progressive journey of character development that spans from age 7 to adulthood. PEAK's vision is for alumni to shape their communities with poise, persistence, confidence, and character and that the PEAK Initiative is the recognized expert in preparing young people for a life of leadership and purpose.



## Primary Duties and Responsibilities

### A. Leadership and Community Engagement

- Oversee PEAK's programs, services, and operations ensuring that they each have the maximum positive impact on the children, teens and families served by PEAK.
- Participate with the Board of Directors in developing, updating, and reviewing a strategic plan to guide PEAK.
- Identify, assess, and inform the Board of internal and external issues that impact PEAK.
- Engage in the over-arching community with a focus on raising PEAK's profile and increasing the donor/sponsor/supporter pipeline.
- Manage and lead by example, the culture, vision, and values of PEAK.
- Assure that PEAK programs and services are consistently presented in a strong, positive image; and communicate with stakeholders to keep them informed of the work.

### B. Operational Planning and Implementation

- Understand, carry forward & lead the process of 2025 strategic planning goals.
- Develop a strategic plan with staff, which incorporates goals and objectives that work toward the overall vision of PEAK.
- Oversee the planning, implementation, and evaluation of PEAK's programs and services.
- Ensure that the operations at PEAK meet the expectations of the children and families served, the Board, the partners, and the funders.
- Create efficiencies and address on-going needs of the organization; work with staff to make changes and/or adjustments.

## C. Staff Support and Development

- Support staff to ensure efficient and effective operation of PEAK.
- Coach, train, and mentor staff as appropriate to develop team and/or improve performance.
- Continue a climate that fosters trust, mutual respect, and open communication.
- Maintain a culture centered on the principles of diversity, equity and inclusion across all program and service areas.
- Establish a positive, healthy, and safe work environment where staff can grow.
- Set and support a healthy work/life balance for self and team.
- Develop and recommend specific goals and proposals for the development, expansion, or significant modification of programs or services that are evaluated annually.



## D. Financial Planning and Fund Management

- Collaborate with staff and the Board to prepare a comprehensive budget.
- Provide the Board with comprehensive, regular reports on the revenues and expenditures.
- Lead and oversee the complex fiscal operations, long-range financial planning, resource allocation strategy, budget development/monitoring and report to the Board regularly on the organization's financial performance in relation to the annual budget.
- Cultivate current and potential funding sources to increase the resources and impact of PEAK.












To learn more about all PEAK does in the community, please visit: <https://www.peakinitiative.org/>

## Qualifications, Experiences, and Attributes

-  Loves, appreciates, understands youth.
-  Bachelor's Degree or equivalent experience, required.



-  Community focused/minded with knowledge & appreciation for Milwaukee.
-  Understanding of Milwaukee politics & space.
-  Five or more years of successful management experience at senior leadership level.
-  Active experience in addressing & uncovering or exposing bias in self and others.
-  Ability to prioritize, plan and manage multiple projects concurrently.
-  Demonstrated skills and experience in fund development, board development, operational planning, and human resource management.
-  Comfort with *failing forward* – history of empowering accountability in self and others.
-  Crisis and safety protocol and planning experience.
-  Proven ability to develop and maintain meaningful relationships with internal and external diverse stakeholders.

## Instructions for Applicants

Please email the following, combined into one document, to [PEAK@leadingtransitions.com](mailto:PEAK@leadingtransitions.com) no later than 1:00 p.m. on April 18, 2023 (this position will remain open until filled): Letter describing your qualifications for this position and your interest in The PEAK Initiative's mission, detailed and updated resume and names of, your relationship to, and the contact information for, three professional references. References will only be contacted with permission.

**PEAK Initiative is proud to be an equal opportunity workplace employer. We are committed to equal employment opportunity regardless of race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender identity or Veteran status.**

- All offers of employment are contingent upon clear results of thorough background and reference checks.
- All inquiries about and interactions with candidates are kept in strict confidence.
- The annual salary range for this position begins at \$110K and PEAK offers a generous benefit package including: employer paid life insurance, short term disability, employer contribution - 2% of salary to IRA to IRA after 6 months of employment, medical, dental, and vision benefits, 17 days of PTO, and 6 organizational holidays.

