



**Executive Director**  
**Impact Description**  
**January 2024**



## **ORGANIZATION AND POSITION OVERVIEW**

Project Kindred is a year-round community, providing countless opportunities to unite the city's young people and lead them to common ground, foster positive peer relationships, and develop the skills and values necessary to become empowered leaders — leaders who will go on to build diverse, equitable, loving communities for the next generation. Project Kindred is working to disrupt the cycle of segregation in Milwaukee by uniting young people of diverse backgrounds and empowering them to lead our city toward justice, equity, and love. Young people are natural community builders and leaders, but segregation limits their potential. Project Kindred unites young people of diverse backgrounds and empowers them to lead. Project Kindred provides programs that foster relationships across lines of difference while developing the skills and values necessary to become transformative leaders through real-world challenges and safe risk-taking. Project Kindred develops these leaders through long-term, immersive, and incredibly fun learning experiences.

This is an extremely entrepreneurial and creative leadership role that requires someone highly self-motivated. It is a small staff team, currently comprised of four full-time staff and fifteen part-time seasonal staff. Project Kindred's programs are very new, and we are approaching youth development in a radical way. The Mission of the Executive Director is to develop a highly effective team representative of the population we serve, lead that team toward achieving true impact toward our bold mission, and to secure the resources necessary to pursue our mission now and into the future. Currently, the Executive Director lives and works on-site for portions of the summer during weeks when programing is in session.

The Executive Director will demonstrate accountability to, and alignment with, Project kindred's vision, mission, and strategic plan. Additional values the Executive Director will bestow are:

- Self-Awareness - We are true to ourselves, and we own our impact.
- Kindness - We uplift ourselves and others with thoughtful words and actions.
- Courage - We choose to stand up for ourselves and each other, even when it's hard.
- Community - We include, respect, and empower one another.

For more information please visit: <https://projectkindredmke.org/>.



## Strategic Leadership and Staff Development

- Develop and implement a strategic vision and long-term plan in alignment with the organization's mission and goals.
- Rally a diverse team of stakeholders to pursue that plan with enthusiasm.
- Maximize the talents of their team and lead through authentic relationships rather than implied hierarchical power.
- Recruit, mentor, and supervise staff members, fostering a positive and collaborative work environment.
- Provide professional development opportunities for staff to enhance their skills and capacity.
- Foster a culture of diversity in background, thought, and experience among team members. Blends and facilitates others' efforts and strengths to nurture collaboration and synergy. Creates a feeling of belonging in the team.
- Anticipates future consequences and trends. Has broad knowledge and perspective of organization and its context and applies them to set strategic direction as well as daily work.
- Build meaningful and enduring connections with others. Relates well to all kinds of people, up, down, and laterally. Actively listens; knows how to engage in a variety of situations. Approachable. Uses diplomacy and tact, can diffuse high-tension situations. Regularly demonstrates strong communication skills.

## Board of Director Relations

- Work closely with the Board of Directors to provide regular updates, seek input, and collaborate on strategic planning.
- Support the Board in governance / recruitment and orientation of new members, strategy, and fiduciary responsibilities.
- Engage the Board in strategic discussion about mission-related challenges and opportunities.
- Update Board on organization fiscal health and progress toward program, management, and fundraising goals.
- Inform the Board of trends, issues, problems and opportunities for discussion and decision making.

## Fund Development and Financial Management

- Identify, cultivate, and maintain relationships with donors, foundations, and corporate partners.
- Develop and execute fundraising strategies to secure financial resources for program expansion and sustainability.
- Develop and implement marketing and communication strategies to raise awareness of the organization's mission and impact.
- Represent the organization in public speaking engagements and community events.
- Develop and manage the annual budget, ensuring financial sustainability through fundraising, grant writing, and donor cultivation.
- Monitor and report on financial performance to the Board of Directors.

## Program Development and Community Engagement

- Oversee the development, implementation, and evaluation of youth programs that effectively address the impact of segregation and foster equitable community-building skills.
- Ensure program quality, effectiveness, and alignment with the organization's mission.
- Ensure stakeholder input is an essential source of inspiration and data to influence strategy, innovation, and business planning.
- Build and maintain strong relationships with community organizations, schools, government agencies, and other stakeholders.
- Maintains the broadest possible focus on a wide range of stakeholders including employees, foundations, donors, partners, and others.
- Collaborate with community partners to leverage resources and support program goals.
- Communicates a compelling vision of what is possible and maintains optimism for the future. Engages others in the vision so it connects people and creates alignment throughout the organization.

## Candidate Competencies

- 🌟 Excellent at coaching, managing, and developing high-performing teams.
- 🌟 Strong understanding of issues related to segregation, diversity, equity, and inclusion.
- 🌟 Understanding of nonprofit leadership, preferably in youth-focused and/or diversity and inclusion organizations.
- 🌟 Proven success in resource development and working with a Board of Directors.
- 🌟 Strong written and verbal communication skills, action-oriented, entrepreneurial, and adaptable.
- 🌟 Passion for the organization's mission and a commitment to making a positive impact on youth.
- 🌟 Have a deep and nuanced understanding of diversity, equity, justice, and inclusion. Evidence of incorporating JEDI “theory” into tangible practices that improve outcomes for staff, families, and other stakeholders.
- 🌟 Possess a strong “customer service” focus. An understanding that parents and youth are our customers and deserve our very best. A belief in quality over quantity.
- 🌟 Authentic relationship builder with all community members (staff, parents, youth participants, donors, partners, volunteers, etc.)
- 🌟 Appreciates and interacts effectively with individuals and groups across cultural boundaries.
- 🌟 Acknowledges that “culture” goes beyond what’s visible, and extends to many other facets of the human experience, such as sexual orientation, socio-economic status, ability, etc.

## COMMITMENTS FROM PROJECT KINDRED

Project Kindred is committed to racial equity, and we encourage people of color, indigenous people, gender-nonconforming people, people from poor and working-class backgrounds, women, and people with historically more marginalized identities to apply for open positions. Studies have shown that women and people of color are less likely to apply for jobs unless they believe they meet every one of the qualifications as described in a job description. Please do not hesitate to apply if our mission aligns with yours and if this position interests you. The purpose of our hiring process is to select the best possible candidate to fulfill the duties outlined above. The Search Committee will assess qualifications based on an individual's skills and ability, rather than credentials, degrees, or access to social power and resources.

The salary range for this executive position starts at \$85K. Project Kindred contributes to the healthcare benefit(s) of employees’ choosing and offers a Simple IRA with a 2% employer contribution.

Please note: References will not be contacted without candidate permission; All offers of employment are contingent upon clear results of thorough background checks; All inquiries and interactions with potential candidates are kept in strict confidence.

## INSTRUCTIONS FOR APPLICANTS

Please email all items below, combined into one document, to PK@leadingtransitions.com, by **February 13, 2024**:

1. Please submit a letter describing **your qualifications** for this Executive Director position, **your interest in the Project Kindred mission**, and a description of your salary parameters.
2. A **detailed and updated resume**; and
3. The names of, your relationship to, and the contact information for, **three professional references**.

This position will remain open until filled.

*Leading Transitions is proud to be facilitating this important transition and search on behalf of the Board of Directors of Project Kindred. Leading Transitions is committed to the future vitality of nonprofit, philanthropic, and community-centered organizations, and leaders. The firm’s inclusive and adaptable practices provide the flexibility necessary to adapt to the intricacies of many organizations and communities.*

