



REVITALIZE MILWAUKEE

Chief Executive Officer Impact Description

June 2024



ORGANIZATION OVERVIEW

Revitalize Milwaukee is a 501(c)3 nonprofit organization whose goal is to preserve affordable housing and revitalize vulnerable neighborhoods throughout Milwaukee and Waukesha counties. Revitalize Milwaukee is the largest provider of free home repairs to eligible homeowners in Southeast Wisconsin and the only one that provides them for free. While they directly impact individuals and families, they also improve economic stability by keeping long-term, existing homeowners in their homes. This stabilizes neighborhoods and the tax base paid to the city.

Home by home, block by block, entire communities are transformed. Over time, health and safety issues develop from the inability to pay for repairs and other necessary services. Services include accessibility improvements, electrical patch-ups, energy efficiency upgrades, general renovations, plumbing repairs, and security updates. Lives are improved by providing FREE, professional home restoration, vital safety repairs and life-changing accessibility modifications for low-income homeowners who are senior citizens, veterans and/or persons with disabilities. Without these free services, many Milwaukee residents would suffer serious injuries or even be forced to move out of the homes that they've lived in for over 30 years.

To learn more, please visit us at: <https://www.freehomerepairs.org/>.

AS A HIGHLY COLLABORATIVE AND DRIVEN TEAM, WE LIVE BY THESE VALUES

RESPECT: At all times, we're respectful. Through our choice of words, tone of voice, body language, and actions, respect is demonstrated by:

- Prompt response to messages, phone calls, emails, and other inquiries.
- Effective two-way communication between RM and our partners.
- Honesty – We tell the truth, do what's right, and honor our commitments even when expensive, inconvenient, or embarrassing.

POSITIVE ATTITUDES: We choose to hold a positive attitude in all that we do to promote flexibility, teamwork, and collaboration in the best interests of each other, our clients, our patrons, and our community. We accept the unconventional working conditions that characterize the nonprofit sector's commitment to helping others. We offer suggestions and solutions when appropriate to improve the circumstances of our clients and our co-workers. Ultimately, we build each other up as a team.

ENCOURAGE INITIATIVE: We promote the growth of the agency. We demonstrate strength and commitment by engaging volunteers, supporting homeowners, and inspiring the community. We respond to the working environment by exceeding the agency's goals and creating a better workplace without being asked to.

CONTINUOUS LEARNING, DEVELOPMENT, AND IMPROVEMENT: We recognize our responsibility to: listen and learn from each other, offer suggestions for improvement, and continuously develop the knowledge and skills to strengthen our ability to achieve RM's mission and services at a high level of accomplishment in support of our community. We build upon our strengths to strive for greater achievements on behalf of our clients and our mission.

INTEGRITY AND EXTREME OWNERSHIP: We are honest in sharing our perspectives; open to understanding different points of view; and always do what we say we'll do. We believe individual and collective leadership drives results; when we fail, we own it, resolve it, and learn the lesson to avoid it in the future.

ACCOUNTABILITY AND TIMELINESS: We commit to uphold these core values to help create a meaningful and enjoyable work culture in which we can all take pride. We meet program goals through consistency and investment of time. We manage time effectively to accomplish outcomes.

CUSTOMER FOCUS: We exist because of our customers' needs. We must understand, anticipate, and act on those needs to meet the expectations and requirements of internal, but primarily external customers, peers, and stakeholders. We will use this insight for improvements in products and services, and to establish best practices.

POSITION OVERVIEW

Revitalize Milwaukee is seeking a passionate leader who is dedicated to reducing social, economic, and environmental disparities by providing free home repairs throughout Milwaukee and Waukesha counties. The Chief Executive Officer (CEO), reporting to the Board of Directors, works in partnership with the Board to set the strategic direction of Revitalize Milwaukee. Managing a \$6 million + budget, the CEO leads the staff to implement the organization's strategic priorities and achieve annual goals. The CEO is responsible for oversight of duties related to financial management, staffing, fundraising, and program execution. The position also represents the organization publicly to Milwaukee communities, donors, volunteers, and partner organizations. As an anti-racist organization, we commit to changing systems and confronting obstacles to gain social justice for all. The CEO will focus on goals, tracking results, and impact.

Essential Responsibilities

Strategic Planning & Program Administration

- Partner with the Board of Directors to develop Revitalize Milwaukee's strategic plan and annual goals.
- Recommend performance goals and metrics and track, analyze, and report on performance outcomes regularly to achieve annual program and fundraising goals.
- Ensure all programs are fully resourced through the development of annual budgets and the allocation of staff, volunteers, and contractors.
- Serve as the organization's chief liaison with outside organizations who support major programs financially and/or through in-kind contributions.
- Guide and direct staff responsible for the implementation of home and community development projects.
- Share outcomes of projects related to major programs for benchmarking against annual performance goals and metrics.



Financial Management & Compliance

- Develop and submit to the Board of Directors a balanced annual budget recommendation that aligns with the organization's strategic priorities.
- Monitor, track, and analyze revenue and expenditures in accordance with generally accepted accounting principles and provide regular reports to the Finance Committee.
- Responsible for the management of all grants and contracts, vendor payments, and payroll.
- Oversee the completion of an annual financial audit by an independent audit firm and present findings to the Board.
- Create and manage operation plans and business processes in the areas of financial reports, program services to clients, payroll, resource development, and record keeping.
- Ensure the organization is compliant with all federal, state, and local regulations, the rules and policies of national Revitalizing Milwaukee, and any requirements made by funders as part of agreements in support of the organization.

Public Relations, Outreach and Fund Development

- Provide annual fundraising plan to the Board of Directors to achieve annual fundraising goal.
- Oversee the implementation of the annual fund development plan.
- Support Development Director as needed to secure and retain partnership and grants that are aligned with the organization's mission.
- Ensure outreach to past, current, and potential donors is conducted and tracked on a regular basis.
- Serve as the lead spokesperson for, and represent the organization at, events, conferences, etc. to increase awareness and visibility of Revitalize Milwaukee.

Board and Staff Engagement

- Serve as the main advisor to the Board of Directors on matters pertaining to nonprofit management, policy, financial management and fundraising, program development and implementation, and client and volunteer outreach.
- Responsible for planning and attending regular meetings of the Board of Directors and the Board's Executive Committee.
- Directly supervise key senior staff members.
- Responsible for the recruitment, training, professional development, evaluation, and termination of staff and AmeriCorps members.

CEO Qualifications, Experiences, and Attributes

- 🏠 Commitment to a variety of services that help low-income seniors, veterans, and people living with disabilities live comfortably in their home.
- 🏠 Self-starter with a minimum of 5 years of senior-level experience working with governments/local municipalities, businesses, or nonprofits. Management experience in an organization, a must.
- 🏠 Ideally, be familiar with housing development, low-income and affordable housing; community development and/or poverty alleviation.
- 🏠 Demonstrated record of success in generating significant contributions from corporations, foundations, individuals, and special events.
- 🏠 Be a strong networker who builds robust relationships across diverse groups of individuals.
- 🏠 Have a knack for building and leveraging community relationships and partnerships.
- 🏠 Experience in implementing programs that align to strategic plans with proven track record of achieving annual goals.
- 🏠 Provide a proven track record in assessing and improving operations and processes to support sustainable growth.
- 🏠 Experience with grant writing and use of restricted and non-restricted funds.
- 🏠 Strong financial and budgeting skills and experience with developing and managing budgets.
- 🏠 High comfort level with technology, including Salesforce.
- 🏠 Ability to work collaboratively and build effective working relationships with staff, Board members, volunteers, and donors.



COMMITMENTS FROM REVITALIZE MILWAUKEE

The salary range for this executive position starts at \$130K.

BENEFITS

- Paid Fridays off every other week giving you 26 three-day weekends a year!
- Opportunity to earn performance-based bonuses.
- Competitive salary.
- \$300 monthly healthcare stipend - \$3,600 per year.
- RM 100% individual premium paid AFLAC Dental, Vision, Health Advocate and AllyHealth
- 5% of salary contributed by organization to 401K with no match required.
- Generous PTO package starting at 128 paid hours plus 10 bonus and holiday paid days off (in addition to the bi-weekly Fridays off).
- Cell phone and mileage reimbursement.
- Amazing offices in the heart of downtown Milwaukee and paid parking with 24-hour access for you to enjoy dinners, sporting events, and concerts downtown as well!
- Onsite amenities such as movie popcorn machine, organic fair-trade coffee, and endless treats.

INSTRUCTIONS FOR APPLICANTS

Please email all items below, combined into one document, to RM@leadingtransitions.com no later than 1:00 p.m. CT on July 18, 2024: Letter of interest describing your qualifications for this position and your interest in the Revitalize Milwaukee's mission, addressed to: Mindy Lubar Price, Leading Transitions LLC; A detailed and updated résumé; and the names of, your relationship to, and contact information for, three professional references.

*References will not be contacted without candidate permission.

Leading Transitions is committed to the vitality and growth of mission-based, nonprofit, philanthropic, and community-centered efforts and organizations, and their leaders. The firm's inclusive practices provide the flexibility and creativity necessary to adapt to the intricacies and dynamics of any community. We believe that periods of change are transformational and bring new diverse opportunities.

