



Families and Schools Together, Inc. is an international non-profit organization, founded in Madison, Wisconsin, that envisions a world where in every community, every child thrives. With a mission to nurture the inherent potential of every child by uniting families, schools, and communities, Families & Schools Together partners with community-based organizations and schools to implement evidence-based family engagement programs. Our organization provides the FAST® Program, which builds connections between families, the school, and broader community, and the FAST® Institute, which provides professional development to school staff on how to build trusting relationships with families. Visit www.familiesandschools.org to learn more.

DESCRIPTION

Title: Executive Director/Chief Executive Officer

Status: Full-time

Location: Remote with approx. 20% travel required; preference given to candidates residing in Wisconsin

Reports To: Chair, Board of Directors

Summary/Scope: The Executive Director of Families & Schools Together is responsible for the overall operation of the organization and reports to the Board of Directors, assisting the Board on the development and implementation of organization policy and FAST programs. This role has the ultimate responsibility for the programmatic, day-to-day administration, financial development, and the implementation of organization goals. The Executive Director is the face of the organization and works to bring sustainability through strong community partnerships, diverse funding streams, and program growth. This position interacts regularly with internal and external partners/customers and has frequent access to confidential records, occasionally working with confidential personnel information.

RESPONSIBILITIES

Within established personnel policy limits, the Executive Director is responsible for fulfillment of the responsibilities and duties set forth below:

- Oversee the preparation, presentation, and execution of the annual agency budget.
- Assume responsibility for long range strategic planning and fund development.
- Oversee fiscal and personnel operations.
- Implement sound personnel practices including policies on affirmative action, recruitment, and evaluation and salary adjustments.
- Provide direct supervision of the leadership team and/or selected staff as deemed appropriate. Evaluate performance of direct reports.
- Prepare, manage, and participate in regular meetings of the Board of Directors. Work in tandem with board members on committee functions, board governance, and board member development.
- Provide staff support for board committees and inform board members of issues of importance to the organization including issues and problems affecting the community.
- Cultivate donor relationships to meet the mission of the organization. Serve as the organization liaison to funding sources including the State of Wisconsin, federal government, and other appropriate funding partners.
- Represent the organization in community planning activities, especially those with community issues, as well as with related interagency committees and professional organizations, when appropriate.
- Other duties as assigned.

QUALIFICATIONS

Education: Bachelor's Degree in human services, social services, education, business administration, or another appropriate field required. Master's Degree preferred.

Experience and Preferred Skills:

- Five years or more of experience in a senior management position with a similar scope or greater.
- Demonstrated knowledge of nonprofit management, fund development, successful partnership relationships, and organizational development.
- Experience developing and implementing process improvement.
- Demonstrated excellent leadership and self-direction skills, good judgment in handling difficult situations, and good organizational, time management, and conflict resolution skills.

- Experience working cross-culturally and/or commitment to work toward improving one's own cultural competence; i.e., valuing difference/diversity, recognizing personal limitations in one's skills and expertise, and having the desire to learn in these areas.
- Demonstrated ability to build relationships with key stakeholders, lead diverse work teams, and develop strategies for organizational excellence.
- Experience serving internal and external partners/customers in a positive, professional manner.
- Strong verbal and written communication skills, including public speaking.
- Advanced analytical skills, including operational data analysis, quality management, and budgetary/financial management.
- Works effectively and non-defensively with diverse personalities and populations.
- Skilled at developing networks at a national and/or international level.
- Adheres to guidelines specific to confidentiality.
- Develops and maintains positive working relationships with all team members.
- Willingness to work flexible schedule, as needed.
- Ability to exercise appropriate judgment in adapting to interruptions and changing priorities.
- Bilingual preferred (Spanish/English).

WORKING CONDITIONS

Technology & Equipment: Work is performed almost exclusively in a remote environment and requires a stable Internet connection and access to standard office equipment. Candidates should be familiar and comfortable with technology including Windows desktop, Microsoft Office 365, Google Drive/Workspace, and Zoom.

Physical Requirements: Ability to sit for extended periods of time, regularly access files (some walking, bending, stooping, lifting of light materials). Frequent mental and visual concentration required for computer usage.

Driving Requirements: Must have a valid driver's license with appropriate levels of insurance per State of Wisconsin (if applicable).

BENEFITS

Medical insurance, vision insurance, dental insurance, disability insurance, 403(b) with employer match, 14 paid holidays, and generous PTO.

ACKNOWLEDGEMENTS

This position requires the applicant to give permission to the employer to run annual Wisconsin record and caregiver background checks. For those positions covered by State of Wisconsin caregiver law, the employee will have an annual caregiver background check.



This job posting describes the general nature and level of work performed by the employee assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the job. All requirements are subject to change over time and to possible modifications to reasonably accommodate individuals with a disability, according to the requirements of the Americans with Disabilities Act (ADA).

DEADLINE

Please send a resume and cover letter to the FAST hiring committee at FAST.hiring2023@gmail.com by Thursday, Dec. 15, 2022, for consideration.

Families & Schools Together is an innovative nonprofit organization that implements programs to help schools succeed in Wisconsin, nationally, and internationally. More information can be found at www.familiesandschools.org.

Revised: November 24, 2022