
Serving the Broadway/Slavic Village Community Since 1926

Open Position: Executive Director

Hours: Full-time/ Exempt

Salary: Competitive and Commensurate with Experience

Supervisor: Board of Directors

The Organization: University Settlement is a nonprofit neighborhood center located in the North Broadway/Slavic Village neighborhood of Cleveland. Founded in 1926 by Western Reserve University (now Case Western Reserve University) the Settlement's initial purpose was to help Eastern European immigrants adjust to life in America., Today, University Settlement offers ten programs to serve youth, families, seniors, and the community-at-large. The Settlement's mission is to offer the individuals and families we serve resources by which they can learn, grow, and thrive. In all areas, the organization is committed to its core values of excellence, integrity, mutual accountability, dignity, and inclusiveness. University Settlement is governed by a 17-member Board of Directors. The agency employs 35 full/part-time staff and has an operating budget of \$2.7 million dollars.

The Opportunity: The Executive Director, in conjunction with the Board of Directors is responsible for all aspects of University Settlement, Inc. and is accountable to the Board of Directors. The Executive Director is the key senior management leader of University Settlement. The Executive Director establishes communications and reinforces the overall mission, values, strategies and goals of the organization. The Executive Director is responsible for leading the staff and focusing operations to achieve the mission of the Settlement, overseeing the administration, programs, and strategic plan and ensuring that agency resources are used for the maximum benefit of all stakeholders including, but not limited to program participants, community partners, staff and Board. In collaboration with the Board, the Executive Director will provide leadership implementing the recently developed strategic plan and develop and implement programming based on the community needs in the Broadway/Slavic Village neighborhood. The position reports directly to the Board of Directors.

General Responsibilities

- Effectively administer the overall management and operations of the agency and provides leadership, vision and direction to all staff and departments.
- Lead the organization to achieve excellence, build organizational capacity, and implement programs guided by the agency's mission and strategic plan.
- Effectively communicate with and provide the Board of Directors with timely and accurate information and reports necessary for the Board to function properly and make informed decisions.
- Maintain strong relationships with all board members to further the agency's mission and seek their involvement in policy decisions, fundraising efforts and plans, and to increase the overall visibility of the agency.
- Ensure maximum resource utilization, maintain a positive fiscal position, monitor systems of fiscal accountability and integrity, and provide the Board with financial statements and proposed annual budget reflective of the agency's financial condition.
- Develop and foster strong collaborative partnerships throughout the community.
- Enhance the agency's image and footprint by being active and visible, developing strong collaborative partnerships with professionals and civic and private organizations, and serving as lead spokesperson for University Settlement throughout the community.
- Actively engage with funders and potential funders to advocate for the Settlement and its support.
- Ensure and oversee adequate fundraising and the development of other resources necessary to support University Settlement's mission.

Professional Experience, Qualifications, and Requirements:

- Master's degree in Human Services, Business Administration or Public Administration and 7 years' experience post-master's in senior program administration and non-profit executive/senior management preferred or equivalent.
- Experience with capital assessment and fund-raising strategies for non-profits.
- Strong organizational abilities, including planning, delegating, program development, and task facilitation.
- Ability to advocate for and convey the mission of University Settlement's strategic future to staff, Board, volunteers, donors, funders, and collaborators.
- Ability to engage, interface, and motivate Board members and diverse groups.
- Familiarity with the delivery of community-based services and outcome measurements.
- Hands-on budget management skills, including budget preparation, analysis, interpretation, decision-making, and reporting of financial information.
- Experience at a senior management level.
- Proven track record in managing organizational change.
- Ability to work collaboratively with Board of Directors, senior management and staff.
- Excellent communication skills, oral and written, strong public speaking experience.

Application Deadline: May 31, 2017

Interested applicants should send resume and three professional references to the attention of:

Jeanne M. Mattern, PhD, LSW
President, Board of Directors
University Settlement
e-Mail: Board@universitysettlement.net

NO PHONE CALLS PLEASE!!!

Internal applicants must be in their current position for at least six months to apply. Only applicants that qualify will be notified for interview.