



Ending the generational cycle of addiction by healing women and strengthening families



Position Profile

President and Chief Executive Officer

Milwaukee, Wisconsin

Meta House

Since 1963, Meta House has provided substance use disorder treatment for women from the greater Milwaukee area. Over the past 54 years, it has become a leader in the field of addiction treatment, offering a comprehensive array of services for both women and children. Meta House was one of the first programs in the country to include children in the residential treatment setting and it continues to provide an unparalleled level of services to low-income families. Meta House's staff strives to break the generational cycle of addiction by helping women address all the challenges they face to achieve life-long recovery and raise healthy children. This is accomplished through the following three unique treatment settings to clients, providing a continuum of care that meets women's needs today and helps them progress through the early stages of recovery.:

Residential Treatment: Provides 35 beds for women who need the structure of a 24-hour, seven-day-per-week program. Also houses up to 15 children at a time who live with their mothers in the facility.

Outpatient Treatment: Offers a similar array of services as the Residential Treatment Program and serves women who are able to maintain sobriety while living in their own home.

Recovery Housing Community: Provides 27 safe, affordable, drug-free apartment units. Women continue to receive outpatient services while advancing their pursuit of education and/or employment. To learn more, please visit www.metahouse.org.

Position Overview

The President/CEO provides strategic leadership in advancement of Meta House's mission. This role is to plan, develop, and direct policies and objectives of the organization in accordance with direction from the Board of Directors. The President/CEO will also oversee all departments and ultimately all staff to ensure excellence in quality of care and continued fiscal solvency. In partnership with the Board of Directors and over 90 staff, the President/CEO manages an annual operating budget of \$6.2M, composed of multiple income streams from both public and private sources.

The President/CEO empowers and mentors staff, creating a work environment that exemplifies the agency's emphasis on strength-based, compassionate care. Externally, the President/CEO will be the public face of Meta House and will work to foster collaborations with a wide variety of community stakeholders.

The staff members and volunteers at Meta House are deeply passionate about their work and the women they serve. The new President/CEO has a responsibility to honor that commitment and make recommendations that help improve operations while staying focused on the Meta House vision. This leader must be a creative thinker, have an entrepreneurial spirit, and be willing to engage all diverse constituencies.

President/CEO Primary Responsibilities

A. Programs, Partners and Planning

- 1) Develop a strategic planning process and monitor its effective implementation
- 2) Oversee the maintenance of the quality assurance plan in all levels of clinical care and administration to assure optimal client care in compliance with local, state, regional, and federal standards and requirements

- 3) Coordinate, develop and prepare service contracts and agreements between Meta House, governmental entities, United Way, and other agencies, including the oversight of major funding applications
- 4) Participate as a member on various local, state, regional and/ or national associations and committees to the extent it furthers the mission of Meta House
- 5) Bring to fruition the development and/or programmatic outcome of approved plans

B. Governance and Personnel

- 1) Oversee the development and maintenance of Meta House's wage, salary and benefits programs
- 2) Review governmental contracts and reports for personnel requirements
- 3) Coordinate all personnel practices as stated in the personnel policies and procedures
- 4) Oversee the development of staffing patterns and fiscal planning for budgets
- 5) Support direct reports & all staff in the development of their professional skills and goals
- 6) Build and maintain a culture supporting staff development and succession planning
- 7) Ensure that the Board Chair, and where appropriate, the full Board of Directors, are kept informed of the organization's status and are alerted to potential problems, challenges and opportunities as they arise
- 8) Effectively manage relationships with external service providers, including, without limitation, law and accounting firms

C. Financial Performance and Fund Development

- 1) Develop increased resources, philanthropic and otherwise, to ensure the financial health and long term sustainability of Meta House
- 2) Seek new and innovative sources of funding to include government grants, private foundations, businesses and corporations and individual donors
- 3) Take a leading role, with our Director of Operations in preparing the annual; budget for Board review and help assure that operations remain within approved budget, with variances approved by the Board
- 4) Prepare annual budget and review monthly financial and operational performance metrics, and other necessary tools that accurately reflect the current and predicted financial position of Meta House
- 5) Operate within approved budget and get additional clarification from Meta House personnel to the extent necessary to bring operations in line with the budget and answer questions raised by the Board
- 6) Provide for the most effective utilization of resources resulting in a positive financial position and enhanced impact
- 7) Evaluate the organization's financial status ensuring resources are devoted to top priorities

D. External Relations

- 1) Promote the goodwill of Meta House programs to all referral sources and the public including building awareness of Shorewood House with the applicable constituencies
- 2) Serve as spokesperson and provider of information to all referral sources and the media
- 3) Prepare and share information about Meta House to the community at large.
- 4) Maintain public information policies and direct the release of information to the media
- 5) Serve as a public information and public awareness speaker for Meta House or affiliates agencies such as United Way
- 6) Oversee and/or write all publications for distribution

- 7) Raise public awareness concerning substance use disorders
- 8) Work with community groups concerned with substance use disorders to meet identified organizational and community needs
- 9) Represent the core values and mission of Meta House at all times when in the greater community

Essential Qualifications and Qualities

- Bachelor's degree required; advanced degree preferred
- Demonstrated supervisory and leadership experience
- Ability to network and engage with a wide variety of constituents including local, state and federal governmental partners and resources, other nonprofit leaders, individual donors, corporations and foundations and the Meta House Board of Directors
- Fundraising knowledge and skill
- Financial acumen
- Strong communication abilities
- Ability to thrive in a team environment and accommodate the diverse constituencies among Meta House clients and staff
- Comfortable representing Meta House in any public arena

CANDIDATE APPLICATION INFORMATION

To be considered for this position, all the following materials, combined into one document or in multiple documents, must be emailed to: metahouse@leadingtransitions.com, no later than **5:00 p.m. CT on December 20, 2017:**

- A. A letter describing your qualifications for the President/CEO position including your specific interest in this work and a description of your salary parameters, addressed to:
Mindy Lubar Price, President & CEO
Leading Transitions LLC
544 E. Ogden Avenue, Suite 700-350
Milwaukee, WI 53202
- B. A detailed and updated resume
- C. The names of, your relationship to, and contact information for, three professional references

Please note:

- References will not be contacted until a candidate has been notified
- Background and verification checks will subsequently be performed, with candidate permission, and are required to be hired for this position
- All inquiries and interactions with potential candidates are kept in strict confidence
- The Meta House Board plans to have this position filled in February, 2018

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