



Episcopal Group Homes, Inc.

**1011 Lake Street E
Wayzata, MN 55391**

Position Title: Executive Director
Reports to: Board of Director

Key priorities for the Executive Director are:

1. Continued focus on the person-centered, high-quality service to persons served.
2. Ensuring recruitment, retention of experienced EGH employees and staff to ensure that persons served receive all the supports to which they are entitled.
3. Growth (10-15% per annum) in program revenue
4. Deepening relationships with families and donors to increase gift revenue 15-20% per year to \$50,000 to meet the quality of life, facilities and staff development needs of the EGH persons served.

ED GENERAL RESPONSIBILITIES:

1) **Organization Mission, Vision and Strategy:** Works with board and staff to ensure that the mission, vision and strategy of the organization is fulfilled through both on-going development of current programs and implementation of NEW programs and services.

- Responsible for developing with the Board, a strategic plan every 3-5 years to ensure that Episcopal Group Homes can successfully fulfill its mission and vision into the future and meets expectations of the current strategic plan.
- Responsible for implementation along with Program Director of Episcopal Group Homes programs that carry out the organization's mission and vision.
- Maintains awareness of environmental trends, such as reimbursement and regulatory issues, technology and workforce, to anticipate potential opportunities and challenges for EGH.

2) **Financial Performance and Viability:** Ensures the financial health of the organization.

- Responsible for the fiscal integrity of Episcopal Group Homes, Inc.
- Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.
- Oversees annual budgeting and reporting processes.
- Takes actions to manage any financial risk or liability of the organization.
- Supervises the work of the Financial Director.
- Reviews and approves all contracts and financial obligations as appropriate.



3) **Planning & New Business.**

- Oversees the development of new programs and lines of business.
- Ensures that business opportunities are properly researched and resourced, and that staff are properly trained.
- Develops plans for launch of new businesses and on-going monitoring and reporting.
- Evaluates and reports new business performance to Board and raises any key operating issues to the Board.

4) **Fundraising:**

- Oversees the development of a fundraising strategy in collaboration with the Board.
- Expands fundraising activities to:
 - Improve program operations
 - Enhance the quality of life for persons served
 - Support facility maintenance
 - Provide for staff development and training.
- Supports on-going relationship development with recurring donors, and seeks to expand size of recurring gifts and legacy commitments
- Expands donor base by building upon recurring donor base to recruit family, friends and employers.
- Engages in grant writing opportunistically.
- Grows donations by 15-20% per annum.

5) **External Image and Communications:** Oversees marketing and other communications efforts.

- Serves as Episcopal Group Homes primary spokesperson to the organization's constituents, the media and public.
- Establishes and maintains relationships with various organizations throughout the state and utilizes those relationships to strategically enhance Episcopal Group Homes Mission.
- Oversees development of marketing, public relations and communications strategy with donors and the community.
- Oversees the development and maintenance of all communications, including collateral, website, newsletter, annual report, social media and others as required.
- Develops and manages the EGH brand.
- Enhances Episcopal Group Homes' image by being active in the community and by working closely with other professional, civic and private organizations.

6) **Organization Operations.** Oversees and implements appropriate resources to ensure that the organization operates effectively.

- Responsible for effective administration of Episcopal Group Homes' operations, including delivery of high-quality, person-centered services to persons served.
- Measures, monitors and reports regularly to Board and others as appropriate, on the satisfaction of persons served and their parents/guardians.



- Ensures satisfaction and positive morale of all employees through routine measurement and monitoring, reporting results to the Board.
- Complies with all appropriate regulations and requirements of governmental agencies, including licensure and reporting.
- Responsible for signing all notes, agreements, and other instruments made and entered into on behalf of the organization.
- Establishes employment and administrative policies and procedures for all functions and for the day-to-day operation of the nonprofit.

7) Board Governance: Reports to and works closely with the Board of Directors to fulfill the organization mission. Supports the organization's Board and committee meetings.

- Responsible for leading Episcopal Group Homes, Inc. in a manner that supports and guides the organization's mission as defined by the Board of Directors.
- Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.
- Collaborates with Board Chair to plan and hold regularly scheduled Board meetings; provides regular reports to Board on operations in advance of Board meetings.
- Supports the work of Board subcommittees (e.g., Development/Fundraising, Finance) by providing regular reports, supporting the strategy and policy decisions, and supporting plan execution.
- Report to and work closely with the Board of Directors to seek their involvement in policy decisions and to increase the overall visibility of the organization throughout the state.
- Assume other duties as specified by Board.

PREFERRED EXPERIENCE:

- Degree in nonprofit management, human services, social work or related field (or comparable experience) combined with 5 or more years of progressively responsible supervisory experience, experience in a community based disability service and experience in nonprofit management
- Knowledge of home and community based programs.
- Proven leadership and management experience
- Fundraising experience
- Experience in growing programs and services at a reasonable rate so as not to compromise the service satisfaction of persons served and employees.
- High-energy disposition with a desire for new challenges.
- Good interpersonal skills

COMPENSATION: Compensation and benefits commensurate with experience.



EGH DESCRIPTION:

Founded in 1977 by western suburban families who wanted the best for their adult children, EGH has remained true to its **mission and promise** to family members:

To provide quality residential services to persons with intellectual disabilities, creating for them a supportive and challenging environment and opportunity to develop skills essential to functioning as members of a community.

EGH has served persons with intellectual disabilities, and their families, in a caring, family-like, person-centered environment guided by the **core values** of its founders:

- All persons are entitled to human and civil rights, dignity and self-respect.
- Each person is unique and valuable, deserving of a nurturing, loving environment and positive relationships.
- A disability should not impede a person's right to pursue his/her dream at his/her own pace.

Sound Financial Stewardship

As a non-profit, EGH employs all funding for the benefit of the people it serves. It operates with only 13 % administrative margin. Over the last 10 years, EGH has enjoyed a modest operating margin which has been reinvested into on-going operations and/or placed in reserve for emergencies.

EGH serves 40 persons with mild to moderate developmental disability, and operates three facilities with 35-40 part-time and full-time employees. Annual revenues are around \$1-1.2 million. Donations total around \$30,000-\$40, 000 annually.

EGH Faces New Challenges

Healthcare reimbursement from the state and federal government has declined on a real adjusted basis since the year 2000. Facilities have aged, and the people served have aged too. There are also current challenges in attracting and retaining quality staff in Minnesota and nationwide. EGH depends on the generosity of family members and friends to ensure a high-quality standard of living beyond the basic needs met by government funding.

EGH's Strategy

To meet the challenges in the operating environment today, EGH Plans to:

- Expand into new service areas such as Housing Access Coordination, Supported Employment Services and services to persons with autism.
- Increase its fundraising efforts.