



CORNERHOUSE POSITION ANNOUNCEMENT

Executive Director

CornerHouse is an accredited Children's Advocacy Center located in Minneapolis, Minnesota. In its 28th year, the mission of CornerHouse is listen and offer hope and healing to those silenced by trauma and violence. CornerHouse provides forensic interviews, medical services and family services to children, adolescents and vulnerable adults in two locations: Minneapolis and Rogers, Minnesota. CornerHouse also provides high-quality training to professionals regionally, nationally and internationally. CornerHouse is a dynamic organization with robust growth during the past 5 years, a staff of 20 and a community board of directors of up to 21 members.

Position Summary: The Executive Director is responsible for planning, coordination, direction and development of CornerHouse. Innovative leadership, sound fiscal management and dependable human resource management are demonstrated in order to maintain viable and well coordinated, quality services, which advance the agency's vision and mission and are provided in an efficient, fiscally responsible manner. The Executive Director supervises the Forensic Services Director, Training Director, Development Director and Family Services Director using a Leadership Team model. In addition, the Executive Director provides supervision and guidance to the Administrative and Volunteer Manager as well as the contractor Accountant and staff.

Position responsibilities include, but are not limited to:

1. Operations Management

- a. Oversees the agency operations, including the development of new programs and services and the development and implementation of the strategic plan.
- b. Implements the agency plans and strategic plan by establishing priorities, goals, timelines and frameworks and delegating responsibilities so that client needs and organizational objectives are met.
- c. Provides leadership in the establishment of operation systems and agency policies and procedures, record keeping systems, and monitoring systems, which assure compliance with regulations and maintain high quality service delivery.
- d. Manages the physical resources of the agency, including maintaining the facility and equipment.
- e. Monitors and assures coordination of services so that they are provided in an integrated and multidisciplinary manner by the interagency team members.

2. Human Resource Management

- a. Responsible to ensure that appropriate staff members are available to deliver high quality, cost-effective services in all service delivery.
- b. Approves the hiring and termination of all staff.
- c. Serves as the leader of the agency staff, including interfacing between the board and staff. Supervises the Leadership Team as well as the Administrative and Volunteer Manager, the staff accountant and the contractor Accountant.
- d. Manages the human resources of CornerHouse, including overseeing the development of the staffing plan and monitoring of the staff productivity.
- e. Ensures that human resource policies and procedures, employee benefits and physical resources are adequate to recruit and retain high quality employees.

CornerHouse is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment regardless of race, color, creed, religion, national origin, gender, disability, marital status, or status with regard to public assistance.



3. Quality Management

- a. Oversees the design and implementation of the agency's quality management and quality assurance program.
- b. Establishes statistical reporting systems so that services can be monitored for improvement of programming and meet contract or grant expectations, standards and regulatory guidelines.
- c. Reviews the agency outcome measures to demonstrate program results.
- d. Assures compliance with local, state and federal laws and regulatory standards.

4. Financial Management

- a. Develops the agency operating budgets for the board's approval.
- b. Monitors the financial condition of the organization, including financial statements, financial projections, and audits.
- c. Approves and directs purchases and expenditures within the limits of the approved budget.
- d. Completes general financial planning, including investment and banking policies, accounting systems and fund balance policies.
- e. Safeguards and manages the agency assets by establishing internal controls, complying with local, state and federal regulations and providing oversight of the financial record keeping.

5. Financial Resource Development

- a. Develops new contract and grant funding sources as appropriate.
- b. Provides leadership in the renewal of contractual and grant relationships.
- c. Directs contract negotiations, including reviewing and authorizing the contract language.
- d. Develops and implements a fundraising/development plan; establishes and maintains relationships with donors and grant-making organizations.
- e. Oversees the fundraising/development function, including record keeping for donations and grants.

6. Board Administration

- a. Assists in the selection and development of board members, including new member orientation and board evaluations.
- b. Prepares and maintains board records.
- c. Serves as an ex-officio (non-voting) member of the board of directors and all committees.
- d. Advises the board, including recommending policies and plans.
- e. Assists the board and committees in carrying out their functions, including planning the yearly calendar of meetings.

7. Marketing and Public Relations

- a. Provides direction for the agency's marketing and public relations efforts.
- b. Approves, coordinates and initiates marketing and communication plans and activities.
- c. Assures that interagency team members who utilize the CornerHouse services are aware of and know how to access them.
- d. Interfaces between the agency and community by working to maintain and extend the public image of the agency.
- e. Promotes community change related to the agency mission by educating legislators and keeping the community informed of the issues.



Qualifications:

- Masters degree or equivalent in a management, human service or health related field.
- Five to seven years experience in non-profit administration, preferably in victim services, child protection or public health.
- Knowledge of human resource laws and regulations.
- Skill in working with a nonprofit board of directors.
- Proven ability to work with multiple professional disciplines and agencies.
- Previous clinical experience with children desirable.
- Excellent problem management and team building skills.
- Ability to negotiate partnerships among diverse institutions and individuals to identify and address mutual goals.
- Strong leadership and problem-solving skills.

Individuals from diverse backgrounds and multi-lingual individuals are strongly encouraged to apply.

Hours & Compensation: This is a full time, exempt position with competitive benefits. Compensation based on qualifications and experience.

Closing Date: February 28, 2018

Resumes to:

Karin Keitel
CornerHouse Board Chair
CornerHouseED@gmail.com.