

employment opportunity

# Executive Director

at



*Wisconsin's member association  
for organizations committed to making  
**every early childhood** a great one*

**in Madison, Wisconsin**

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# ***Supporting Families Together Association (SFTA) is hiring an Executive Director***

***Peter Gray Executive Search is SFTA's  
exclusively retained partner for this executive search.***

## **about Supporting Families Together Association**

[Supporting Families Together Association](#) envisions a future where all Wisconsin children have access to the highest quality child care.

SFTA is Wisconsin's statewide member association for local and regional organizations committed to making every early childhood a great one. Its members are Wisconsin's Child Care Resource & Referral Agencies (CCR&Rs) and Family Resource Centers (FRCs). SFTA provides services, programming, and supports to its member agencies in order to positively impact children, parents, child care providers, and the world of early childhood care and education throughout Wisconsin.

By partnering with its members, SFTA ensures effective family support and early childhood programming is available statewide; resources are strategically leveraged and maximized; and meaningful connections, relationships, and systems are built.

For more information: [supportingfamielsttogether.org](http://supportingfamielsttogether.org)



## SFTA's mission, vision, purpose, and values

### MISSION

SFTA cultivates a system of organizations and professionals across Wisconsin to promote quality, strengths-based, early childhood services in all communities.

### VISION

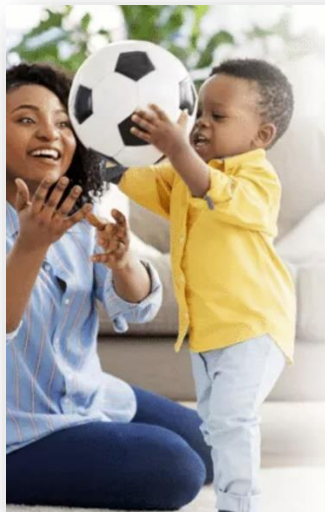
In every Wisconsin community, all children have the opportunity to reach their highest potential and all adults embrace their role and responsibility to children.

### PURPOSE

SFTA's purpose is to optimize the developmental window of opportunity that early childhood presents for building a strong foundation for life.

### VALUES

SFTA's strong, responsive relationships are vital. Its work mirrors its passion. Curiosity inspires its innovation and growth. SFTA believes true wisdom is rooted in life-long learning.



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## about the opportunity

Reporting to the Board of Directors, the Executive Director leads the organization (18 staff, \$12 million budget) in the achievement of its mission. The Executive Director oversees the development, implementation, and evaluation of SFTA's programs and services. As the public face of the organization, the Executive Director serves a primary role in fund development, communication, and advocacy. The Executive Director represents the SFTA membership, and the broader field of early childhood education and family support, on various coalitions and cross-sectoral working groups, committees and teams at the state and national levels.

## location

SFTA has some staff located around Wisconsin, with most staff based in the organization's Madison, Wisconsin [office](#). There is flexibility for remote/hybrid work, provided the Executive Director spends meaningful in-person time in the Madison office every week to manage and support the SFTA staff. So the Executive Director is expected to reside within reasonable travel range of Madison, Wisconsin.

SFTA's Executive Director also needs to be able to travel by car to visit staff and partners around Wisconsin as needed, roughly 1-2 times per month (daytrip or overnight).

## compensation and benefits

SFTA's Executive Director position has a salary range of \$85,000 - \$105,000 depending on experience.

SFTA employee benefits include health and dental plans with generous employer contributions; a retirement plan with employer match; paid time off starting at 18 days/year; and life insurance and other benefits.

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## job responsibilities include

### LEADERSHIP

- Representing SFTA to and collaborating with stakeholders, funding agencies, and other strategic partners.
- Leading SFTA's advocacy initiatives on behalf of Wisconsin's system of early childhood education.
- Responding nimbly to the mix of challenges and opportunities presented by the association's ever-changing external environment.
- Guiding the association's efforts to create an ever-more diverse, equitable, and inclusive workplace environment.
- Working with the Finance & Operations Manager to oversee the stewardship of SFTA financial resources and its annual independent, external financial audit.
- Providing staff support and relevant information to the SFTA Board of Directors to ensure its fulfillment of its governance role.



### RESOURCE DEVELOPMENT

- Assessing the organization's financial resource needs.
- Identifying and establishing relationships with possible funding sources, as well as with organizational partners and peer organizations.
- Working with staff and consultants to develop funding proposals in response to funding opportunities aligned with SFTA's mission and strategic objectives.
- Working with staff and members to assess and improve the network's capacity to respond to new resource opportunities.
- Engaging the Board and staff in periodic fund development initiatives.

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## EXTERNAL RELATIONS

- In collaboration with SFTA Board, staff, and members, engaging with key stakeholders to promote early childhood priorities.
- Working with SFTA members, through sub-contracting relationships and other partnerships, to advance the organization's mission, strategic objectives, and program priorities.
- Maintaining relationships with members via quarterly meetings, periodic teleconferences, annual site visits, and other avenues.

## ADVOCACY

- In coalition with other early childhood organizational colleagues, advancing public policy initiatives to improve the availability and quality of childcare in Wisconsin.
- Providing professional development, technical assistance, and guidance to members in the form of issue campaign plans, talking points, position papers, and other support materials.

## PROGRAM MANAGEMENT

- Supporting program managers and staff in partnership with members and funders to achieve program objectives, meet or exceed deliverables, and sustain existing funding.
- Working with the Finance & Operations Manager to build program and agency budgets that clearly articulate grant requirements, and expected program outcomes.
- Guiding program monitoring, evaluation, and compliance with partner organizations.
- Overseeing program reporting according to funder requirements and disseminating reports to key audiences.

## TEAM MANAGEMENT

- Providing guidance and support to managers and staff; facilitate staff, board, and membership meetings
- Working with staff to formulate strategic annual professional development goals.
- Leading staff meetings and retreats to share information and inform staff of important organizational decisions.
- Ensuring budget, reporting, and procurement compliance through regular reviews of timesheets, reimbursement forms, and other control mechanisms.
- Making fair and thoughtful compensation, promotion, hiring and firing decisions.



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## experience sought

*This role requires significant related professional experience with demonstrated success at a leadership level, in these areas:*

- Full-cycle project management of programs with complex monitoring and compliance requirements: design, proposal writing, implementation, evaluation.
- Staff supervision encompassing day-to-day staff management, employee performance reviews, hiring and termination, and an understanding of employee benefits and employment law.
- Identification of funding opportunities, and oversight of fund development strategies and campaigns, including grant-writing.
- Public relations and advocacy, including the development and execution of issue, media, and communications plans, and an understanding of legislative and policy processes.
- Successful engagement with a nonprofit Board of Directors.
- An understanding of early childhood systems, programs and services delivery preferred.

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## personal qualities sought

- **Leadership** skills to constructively engage and influence diverse and remote teammates and partners to accomplish organizational objectives while fostering a positive environment that motivates them to excel.
- Strong **interpersonal** skills to work well with diverse and remote teams in fast-paced, ever-changing work environments, and to engage stakeholders through collaborative, mutually-beneficial relationships.
- Strong verbal and written **communication skills**, with a demonstrated ability to present complex information in an understandable and persuasive way to diverse audiences.
- **Accountability** to follow through on activities, provide regular feedback, and exercise diligence and ownership in work activities.
- **Initiative, self-motivation and energy** to take a proactive, constructive and results-driven approach with minimal supervision.
- **Adaptability**, flexibility and imagination to accept and work constructively with continuous change and uncertainty, to envision and accomplish goals.
- **Creative and analytical thinking** skills to reach solutions to complex problems.
- **Technology proficiency** for effective day-to-day productivity, communication, and analytical decision support.
- **Integrity** to be a role model of trustworthiness, honesty, and the highest personal and professional standards.



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interested?

Please [apply](https://bit.ly/apply-SFTA) confidentially: <https://bit.ly/apply-SFTA>

The position is open until filled.

For best consideration, however, please **apply by August 30, 2021**.



SFTA has exclusively retained [Peter Gray Executive Search](#) to conduct the search for its new Executive Director. Peter Gray Executive Search is a social impact executive search firm based in Madison, Wisconsin.

SFTA and Peter Gray Executive Search are equal opportunity employers, committed to attracting candidates representing a diverse range of backgrounds. We promote excellence through diversity and encourage all qualified individuals to apply.

## about peter gray executive search

**PETER GRAY EXECUTIVE SEARCH** guides social impact employers through [leadership succession](#) and other [strategic hiring](#).

Its founder and owner, Peter Gray, has placed 22 [CEOs and Executive Directors](#), and dozens of others, in positions across a range of industries and functions. He also [coaches](#) individuals and [presents](#) to groups on topics of job search, career advancement, and overcoming bias.



Peter began his career in executive search at Korn Ferry in New York City. He gives back as a volunteer adviser, fundraiser, and board member for nonprofit and civic organizations. In summer 2021, he is chairing the Boys & Girls Clubs of Dane County's [Move4BGC](#) campaign to raise \$1.5 million for youth development.

Peter holds a BA from Harvard University, and an MBA from Columbia Business School.

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