



PENFIELD
CHILDREN'S CENTER

Vice President of Development Position Profile

October 2021

PENFIELD CHILDREN'S CENTER

Organization Overview

A leader in child development, Penfield Children's Center creates a positive start in life for infants and children, many of whom have developmental delays or disabilities, by providing early education, health services and family services. To carry out its mission, Penfield delivers research-based programs at the critical time of early brain development when physical, cognitive, language, social, and self-help skills are formed.

Penfield Children's Center is named in honor of Dr. Wilder Penfield (1891-1976), a world-renowned neurosurgeon who strongly advocated early intervention for children with developmental delays and disabilities. His quote, "never underestimate the capacity of the very young, and never, never let them down," has been the foundation of Penfield's mission since 1967. His knowledge and wisdom underlie our philosophy of care for infants and young children even today.

Today, serving more than 1,500 children annually, Penfield offers high quality integrated services and a safe and stimulating environment for children, families and community partners to maximize early development and learning.

What we Do

- We communicate effectively, give feedback honestly and receive it with an open mind
- We use data and processes to drive decisions
- We celebrate success and learn from our mistakes
- We work to find balance in our personal and professional life
- We provide the same care and compassion to our colleagues and ourselves that we share everyday with the people we serve

To learn more about Penfield's commitment to the community, please visit: <https://penfieldchildren.org/>.

Penfield is committed to enhancing our environment through diversity, equity, and inclusion. Our commitment to these principles is grounded in our ability to carry out our agency's core values to adequately serve children and families.



Position Highlights

The Vice President of Development (Vice President) leads Penfield with its ongoing strategic positioning to sustain and grow its resources by building relationships with those who understand and care about Penfield's essential role in creating a positive start in life for infants and children. Building these relationships requires creating a shared vision, clear articulation of mission, creative strategies, and a solid communication plan.

The Vice President will implement a plan that centers upon relationships that continually strengthen connections between constituents and Penfield's mission. Reporting to the President/CEO, they will serve as a key member of the senior leadership team who ensure solid organizational structures and practices are in place so Penfield can carry out its mission effectively.

As a member of the Executive Management team, the Vice President will determine annual and strategic goals and objectives for fund development and related communications and in collaboration with the Board of Directors and other leadership to successfully meet the mission and fundraising goals for Penfield Children's Center and Penfield Montessori Academy. The Vice President will oversee all resource development activities including: support to the Friends of Penfield and Board Committee(s), annual giving campaign, major gifts solicitation, planned giving, corporate and charitable foundation support, special events, grant writing, prospect research and cultivation, donor and volunteer relations, stewardship and recognition, recruitment and training of volunteers and capital projects.

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Qualifications

- Demonstrated interpersonal skills working with executives and high-level external audiences,
- Ability to set strategy, analyze complex data and lead a professional staff
- Provide a model of excellence and leadership.
- Excellent organizational skills and attention to detail
- Excellent communication skills – written and oral. Including public speaking experience and writing and editing printed publications
- Ability to work with culturally diverse groups
- Maintain a high level of confidentiality and business ethics
- Meeting vaccine standards as outlined in Bloodborne Pathogens Exposure control plan and COVID-19 Policy.
- Bachelor's Degree in Communications, Marketing, Business or a related field.
- 5-7 years' experience managing communications, special events and marketing initiatives

Penfield's Core Values

Lead with Love - We welcome everyone with compassion and empathy; patience and kindness. To lead with love, we look for the best in our co-workers, our families, and ourselves.

Grow with Us - We celebrate our successes and learn from our mistakes. We believe there is always a better way asking questions that challenge the status quo, improve our process and make our work easier. Grow with us allows us to focus on how we can improve ourselves and, in the process, better serve the children and families in our care.

Better Together - Together, we can do amazing things. Children and families trust us and depend on us to work as a team to meet their needs. We are better together when we maximize our strengths, the gifts of our colleagues and the commitment of our amazing partners.

Do What it Takes - We are determined, motivated and adaptable. We solve problems. We own our work, our actions and our behaviors. We step up to help our co-workers, partners and our families. We do what it takes to get the job done right and done well.

Be Present - We bring our best genuine self to everything we do. Being present allows us to bring our passion and commitment to our work to ensure the best possible outcomes for Penfield.



Instructions for Applicants



Please email all items below, combined into one document, to Penfield@leadingtransitions.com no later than **5:00 p.m. CT on November 11, 2021**:

1. Please submit a letter **describing your qualifications** for this Executive Director position, and a **description of your salary parameters**; addressed to: Mindy Lubar Price, Leading Transitions LLC, 1345 North Jefferson St., Suite 350 Milwaukee, WI 53202
2. A **detailed and updated resume**; and
3. The names of, your relationship to, and the contact information for, **three professional references**.

Please note: References will not be contacted until a candidate has been notified; All offers of employment are contingent upon clear results of thorough background checks; All inquiries and interactions with potential candidates are kept in strict confidence.

Leading Transitions is committed to the future vitality of nonprofit, philanthropic and community-centered organizations, and leaders. The firm's inclusive and adaptable practices provide the flexibility necessary to adapt to the intricacies and dynamics of any organization or community.

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