

Position Profile

***On behalf of our client, CornerHouse,
CohenTaylor Executive Search Services
is conducting a retained executive search for its***

Executive Director

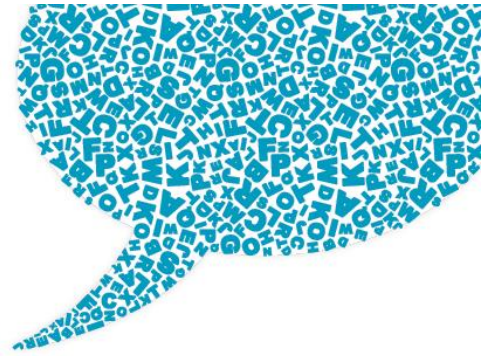


CornerHouse Fast Facts

- Founded in 1989, CornerHouse was the second Child Advocacy Center established in the United States
- Located in Minneapolis, MN with an additional site in Rogers, MN opened in April 2018
- Staff of 13 full-time and 10 part-time employees
- 17-member Community Board of Directors
- CornerHouse has trained nearly 33,000 individuals on forensic interviewing throughout the world; including professionals from every Minnesota County, every state, and 20 foreign countries
- CornerHouse partners with government, law enforcement, and child advocacy center agencies to effectively deliver services. To view a list of partners, click here: <https://www.cornerhousemn.org/partners.html>

For more information, click the link below:

<https://www.cornerhousemn.org/>



we listen.

Mission:

The mission of CornerHouse is to listen and offer hope and healing to those silenced by trauma and violence.

Core Values:

- **Person-centered:** we prioritize the children, teens, vulnerable adults and families we serve.
- **Collaborative:** we work together with our colleagues to achieve the best possible outcomes for victims.
- **Integrity:** we are accountable for all we do and dedicated to justice for victims and fairness to alleged perpetrators.
- **Healing:** we evoke the potential for growth and support hope and healing.
- **Diversity:** we work diligently to learn and engage with all in our community.
- **Learning:** we are open to expanding our knowledge about those we serve.

“Cherishing children is the mark of a civilized society.”

– Joan Ganz Cooney

The Organization

CornerHouse is an accredited Children’s Advocacy Center located in Minneapolis, Minnesota. In its 28th year, the mission of CornerHouse is to 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.

Programs

Forensic Services: CornerHouse is a world-class leader in forensic interviewing. CornerHouse hears the voices of approximately 500 children and adolescents in Minnesota each year when conducting forensic interviews and medical examinations of children, adolescents, and vulnerable adults who have reported sexual abuse, witnessed violent crime, or who may have been otherwise victimized.

Family Services: CornerHouse also offers family services to support families and caregivers with education, counseling, and crisis management. Services include interview accompaniment, case management, support groups, home visiting and trauma focused play therapy.

Training: CornerHouse provides internationally-recognized, state-of-the-art training in forensic interviewing. To date, CornerHouse has trained nearly 33,000 individuals throughout the world; including professionals from every Minnesota County, every state in the United States (including Hawaii and Alaska) and 20 foreign countries including the investigators of the International Criminal Court at The Hague. CornerHouse not only benefits children in its own community, its nation-wide training assures that the voices of children are heard worldwide.

“Everyone was so nice and so good at making my daughter feel extremely comfortable. Thank you all for your help. It will never be forgotten!”

-CornerHouse Caregiver



The Role

The Executive Director is responsible for the strategic direction, planning, 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. 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 contract Accountant and staff.

Key Accountabilities:

Operations Management

- Oversees the agency operations, including the development of new programs and services and the development and implementation of the strategic plan.
- 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.
- 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.



Click the image above to learn about Jimmy’s Story

- Manages the physical resources of the agency, including maintaining the facility and equipment.
- Monitors and assures coordination of services so that they are provided in an integrated and multidisciplinary manner by the interagency team members.



Leadership and Team Management

- Responsible to ensure that appropriate staff members are available to deliver high quality, cost-effective services in all service delivery.
- 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 contract Accountant.
- Manages the human resources of CornerHouse, including overseeing the development of the staffing plan and monitoring of the staff productivity.
- Ensures that human resource policies and procedures, employee benefits and physical resources are adequate to recruit and retain high quality employees.



Fundraising and External Relations

- Develops new contract and grant funding sources as appropriate.
- Provides leadership in the renewal of contractual and grant relationships.
- Directs contract negotiations, including reviewing and authorizing the contract language.
- Develops and implements a fundraising/development plan; establishes and maintains relationships with donors and grant-making organizations.
- Oversees the fundraising/development function, including record keeping for donations and grants.
- Develop and maintain partnerships with critical community organizations and donors. See out new and innovative ideas to continue developing relationships with appropriate community leaders and other nonprofits.
- Develop communication strategies that both inform and build relationships with key constituencies and enhance the CornerHouse brand.

Financial Stewardship

- Develops the agency operating budgets for the board's approval.
- Monitors the financial condition of the organization, including financial statements, financial projections, and audits.
- Approves and directs purchases and expenditures within the limits of the approved budget.
- Completes general financial planning, including investment and banking policies, accounting systems and fund balance policies.
- 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.

Board Administration

- Assists in the selection and development of board members, including new member orientation and board evaluations.
- Serves as ex-officio (non-voting) member of the board of directors and all committees.
- Advises the board, including recommending policies and plans.

- Assists the board and committees in carrying out their functions, including planning the yearly calendar of meetings.

Quality Management

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

Marketing and Public Relations

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

The Ideal Candidate

- Master's degree or equivalent in a management, social work, human service, or health related field is preferred.
- Five to seven years of experience in a leadership role in nonprofit administration or equivalent transferable experience. Experience in victim services, child protection or public health is preferred.
- Exceptional strategic vision and planning skills.
- Experience working with a nonprofit board of directors.
- Proven ability to work with multiple professional disciplines and agencies.
- Experience with strategic fund development. Should be comfortable making an ask.
- Excellent problem management and team building skills.
- Ability to negotiate partnerships among diverse institutions and individuals to identify and address mutual goals.
- External communication and public speaking skills. Comfortable as an external voice of the organization.
- Experience managing the financial health of an organization.
- Strong leadership and problem-solving skills.



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

For more information or to send your credentials, please email info@cohentaylor.com

All inquiries will remain confidential.