



Nonprofit Consultants

EXECUTIVE SEARCH CONSULTANTS

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EXECUTIVE DIRECTOR

RONALD MCDONALD HOUSE CHARITIES

PITTSBURGH, PA

PERFORMANCE PROFILE

Ronald McDonald House Charities, a local affiliate of the renowned national charitable organization, is seeking an experienced and motivated administrative strategist to lead the organization as Executive Director. The ideal candidate has experience empowering staff, interfacing with diverse constituents, working cooperatively with a powerful Board of Directors and committing fully and wholly to a mission-driven organization. If your background includes these accomplishments, we'd like to speak with you.

BACKGROUND

Ronald McDonald House Charities (RMHC) provides a "home away from home" for the families of seriously ill children receiving medical treatment at area hospitals. RMHC of Pittsburgh is a 501(c)(3) nonprofit organization whose name is licensed by McDonald's Corporation, but is not part of the corporation.

In 1979, Dr. Vincent Albo, a Pittsburgh oncologist-hematologist, recognized the need for a supportive and nurturing environment for families of sick children being treated in Pittsburgh hospitals. Through the efforts of families who had lost children to cancer, McDonald's owner/operators, the medical and business communities, and the Pittsburgh Steelers, a charming three-story 19th Century Victorian mansion in the heart of Shadyside was purchased and renovated. The first home in Pittsburgh was the seventh Ronald McDonald House in the nation. In 1992, Children's Hospital of Pittsburgh opened the first pediatric bone marrow transplant unit in the city. This created a need for specialized, long-term housing. With the combined help of local foundations, McDonald's Corporation and its owner/operators, the Board, and many organizations and individuals throughout the area, the Ronald McDonald House apartments were opened in April of 1994, next door to the original house. Today, RMHC is a new, beautiful leased facility connected to Children's Hospital of Pittsburgh of UPMC with accommodations for 60 families.

RMHC has an annual operating budget of \$1 million. Families are accepted to stay at RMH regardless of their ability to pay and are never charged more than \$15 per night. Revenues to support the mission and activity of RMH are from individual donations, corporate support, special events, foundation grants and national affiliate activity. McDonald's franchisees and suppliers are major contributors of time and money on the local level.

The Executive Director reports directly to an engaged Board of Directors, many of whom have a long history with the organization. The Executive Director manages and works cooperatively with a dedicated staff of 15 full and part time professionals.

POSITION OVERVIEW

Ronald McDonald House Charities (RMHC) is in search of a new Executive Director (E.D.) to lead their operations. The E.D. is responsible for ensuring effective and efficient day to day operations. Reporting to the Board of Directors, the E.D. is directly responsible for leading and developing the staff, and overseeing the fiscal, legal, human resource and program health of the organization.

Specifically, the E.D. is responsible for the following:

- The overall administration of the organization and the provision of services.
- The implementation of all policies established by the Board of Directors. Working with the Board to keep them informed of the health of the agency, and supporting their work through various committees.
- The development and maintenance of positive and effective working relationships with various groups.
- The development and implementation of the financial practices of the organization including the budget and annual audit.
- The fundraising and development efforts of the organization, in cooperation with the Director of Development.
- Providing for the safety and welfare of guest families.

PERFORMANCE OBJECTIVES

1. Board Relations

- Work cooperatively with a diverse, committed Board of Directors, keeping them informed about issues that affect programs.
- Be the point of contact for all operational matters with the Board of Directors. Organize the Board meetings with an emphasis on efficiency and effectiveness.
- Support Board committees. Orient new Board members.
- Take leadership and work collaboratively with the Board of Directors to establish a strategic plan, and work towards implementing the recommendations. Review and monitor progress of the organization relative to the plan.

2. Fiscal Management

- Provide overall control and direction for all funding.
- Prepare annual budget.

3. Administration

- Provide control and direction for personnel functions.
- Provide access to staff for training.
- Set annual goals and metrics for staff. Evaluate all staff.
- Empower staff to make decisions, build their knowledge base and management capabilities.
- Support and manage an active volunteer base.
- Work cooperatively with Children's Hospital of Pittsburgh with shared clients, facility, policies and practices.

4. Development and External Relations

- Increase the visibility of the agency among funders, providers and the community.
- Work to build the profile and reputation utilizing media releases, the website and newsletters.
- Maintain relationships with funding sources.
- Work with the Director of Development to include funder cultivation, solicitation and stewardship.
- Diversify funding. Broaden the funding base of the organization, and work to develop additional revenue streams.
- Work cooperatively with community partners, including but not limited to Children's Hospital and McDonald's Corporation.

5. Embrace the Mission

- Interface regularly with the people served by RMHC.
- Speak publically about the impact of the mission on the community and people served. Be the face and voice of RMHC in the region.

KNOWLEDGE, SKILLS and ABILITIES

Qualified candidates will possess the following:

- Bachelor's degree required, advanced degree preferred.
- A demonstrated passion for children and the RMHC mission.
- Substantial prior successful business experience.
- Child-centered, health-related or hospitality backgrounds preferred.
- A competent and natural external leader who can convey confidence, build relationships and represent RMHC in the community.
- Personal values which are consistent with the work ethic of the staff and Board of RMHC.
- Strong financial acumen, management ability, and an ethical servant leader approach to work.
- Excellent communication skills, including verbal, written and public speaking.

COMPENSATION

An attractive compensation and benefits package accompanies this position, which is commensurate with Executive Director roles at other nonprofit organizations of similar size, scope and mission.

TO APPLY

Please direct all inquiries related to this position to Dewey & Kaye. Qualified individuals wishing to speak confidentially about this opportunity may contact Michelle Pagano Heck, Senior Consultant, at mheck@deweykaye.com. Qualified individuals may apply confidentially by submitting resume, cover letter and compensation requirements as MS Word attachments to: resumes@deweykaye.com. Please reference the following in the subject line of your email: **RMHC, Executive Director** (#180-MH687)

Candidates must submit materials no later than Friday, December 17, 2010. If you do not receive an email confirmation of your submission within 3 business days, please contact Dawn Kopp at dkopp@deweykaye.com or 412-434-1335. Please direct all inquiries related to this position to Dewey & Kaye.

Ronald McDonald House Charities is an Equal Opportunity Employer.