



# Madison House Executive Director Prospectus



## OUR MISSION

Madison House serves as the volunteer center for students at the University of Virginia. We coordinate volunteers, develop leaders, build community partnerships and promote lifelong volunteer service. Madison House organizes service programs to address the needs of the community as well as the educational and personal growth objectives of students.

## THE SERVICE PROGRAMS OF MADISON HOUSE STRIVE TO ACHIEVE OUR MISSION THROUGH:

- Cooperating with community organizations to meet the educational, service, companionship, and/or referral needs of community members.
- Improving the quality and development of services through ongoing evaluation by community members, students, and the Board of Directors.
- Empowering and training student leaders to recruit, train, match, and support student volunteers.
- Encouraging students to make a weekly commitment to service.
- Providing students with a meaningful volunteer experience which allows them to gain a greater perspective and understanding of the community and themselves.
- Fostering the development of volunteer spirit, teamwork, civic participation, and empathy.

# The Madison House Model

## OUR MODEL

The Madison House model is threefold: leadership, service, and community.

## LEADERSHIP DEVELOPMENT

Madison House has developed a systematic, multi-tiered approach to leadership and volunteer management. Through a train-the-trainer model, the Program staff teaches leadership skills to 200 student leaders who then recruit, train, place and manage the weekly service of more than 3,000 volunteers. Our student leaders are chosen by their peers through a competitive selections process to lead one of Madison House's programs. One third of the members of the Madison House Board of Directors must be students, offering a unique educational experience in "hands on" nonprofit governance.

## TRADITION OF SERVICE

Madison House volunteers serve our partnering community agencies on a scheduled weekly basis. Over 50% of University of Virginia undergraduates will volunteer with Madison House at some point during their college career.

## COMMUNITY PARTNERSHIPS

Madison House has partnerships with more than 100 community agencies that are planned for effective and strategic purposes. At each of our partner agencies, a coordinator develops job descriptions for Madison House volunteers and provides mentoring for our student program directors. Through an annual agreement, community partners and Madison House develop specific goals and objectives for the program.

*Although Madison House has members who are University of Virginia students and may have University employees associated or engaged in its activities and affairs, the organization is not a part of or an agency of the University. Madison House is a separate and independent organization, which is responsible for and manages its own activities and affairs. The University does not direct, supervise or control the organization and is not responsible for the Madison House's contracts, acts or omissions.*

## POSITION SUMMARY

The Executive Director reports to the Board of Directors and serves as the public face of Madison House. The Executive Director plays a vibrant leadership role in creative community engagement and communication, fundraising, and connecting students with numerous community organizations. The Executive Director is primarily responsible for ensuring Madison House continues to aim high in its strategic direction and impact.

We seek an authentic and passionate leader who exceptionally communicates these goals to Madison House's core constituencies: benefactors and prospective funders, University of Virginia student volunteers, nonprofit community partners, members of the University administration, board members, and staff. The successful candidate should expect to:

- Communicate exceptionally both orally and written to varied constituencies with passion and vigor for Madison House.
- Create and advance a comprehensive strategic plan, resulting in renewable and increasing revenue from private individuals, foundations, corporate and government sources.
- Provide guidance to the board and staff in efforts to establish, maintain and implement a strategic plan.
- Plan and develop a working annual work plan in alignment with Madison House's strategic plan; provide status reports quarterly; and prepare and present an annual reflection report.
- Strengthen community support for the organization, and continuously grow its financial capacity to meet and exceed its mission and vision.
- Travel nationally to establish a wide donor base.
- Manage a portfolio of principal and major gift prospects with whom to solicit capital, endowed and current use funds.
- Lead and work collaboratively with a dedicated and talented staff. Explore creative approaches and solutions.
- Establish and maintain relationships with various organizations and utilize those relationships to strategically enhance Madison House's Mission.
- Cultivate and maintain University and community partnerships.
- Oversee marketing and other communications efforts.
- Coordinate organizational Board and committee meetings and assist the Board and Committee chairpersons with agendas and posting of archival documents.
- Establish employment and administrative policies and procedures for all functions and for the day-to-day operation of the nonprofit.
- Review and approve contracts for services.

## SKILLS AND ATTRIBUTES

Having recently celebrated its 50<sup>th</sup> Anniversary, Madison House sits in a unique position both at the University of Virginia and in the Charlottesville Community. The successful candidate must thus lead with purpose, and with an understanding and ability to juggle multiple opportunities. Madison House has many stakeholders who include but are not limited to: UVA Students, the University of Virginia administration, donors, the Charlottesville area nonprofit community, and volunteers. Interested candidates must demonstrate exceptional communications skills and an eagerness for increasing revenue in addition to having the entrepreneurial spirit to take Madison House to the next level of impact.

- Demonstrated experience as a nonprofit leader: A minimum of five or more years in senior nonprofit management is preferred, including direct experience working with a board of directors. Other career experiences and equivalencies may be considered.
- Exceptional oral and written communications skills.
- High level strategic thinking and planning with demonstrated successes. Specifically, an acute ability to envision and convey an organization's strategic future to varied constituencies.
- Confidence in fundraising, including a successful and specific track record of generating revenue streams and improving financial results. This includes comfort and skill in communicating with all levels of donors and understanding the funding community.
- Demonstrated strength in and propensity to establish and influence relationships with varying groups.
- Organizational focus and the ability to plan, execute, and delegate.
- Strong supervisory experience and leadership skills
- Experience managing a team or small organization
- Strong financial management skills, including budget planning, analysis, decision making and reporting.
- Administration of Madison House operations, and being responsible for recommending, implementing, and monitoring policies and procedures.

Applications should be submitted to: [jobs@madisonhouse.org](mailto:jobs@madisonhouse.org)

All applications will be reviewed by a committee established by the Madison House Board of Directors' Search Committee. Screening calls and interviews for this position will take place via video conference with representatives from the search committee.

Madison House provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

## OUR STRATEGIC PRIORITIES:

### 2022-2023:

**ETHICAL ENGAGEMENT:**  
Prioritizing the needs of community, not ourselves

**PURSuing EXCELLENCE, NOT PERFECTION:** Committing to self compassion, rest and restoration allow us to serve and lead more effectively

**INTEGRATION & CONNECTION:**  
Healing and heading towards "post-traumatic growth"



## Looking Ahead: 2022-2023 academic year

**Develop & support student leaders**  
Create clear pathways for leadership development and deepening the community engagement experience.

Move toward a shared "Madison House experience" that transcends individual programs.

**Deepen and enhance community partnerships**  
Provide clearer pathways for potential and current partners to collaborate in order to offer service and community/civic engagement opportunities to volunteers

Center our values of anti-racism, equity, diversity, inclusion and justice in all aspects.