



## **POSITION PROFILE FOR EXECUTIVE DIRECTOR**

Contact Larry to apply: [info@dowellmgmt.com](mailto:info@dowellmgmt.com) | 651.221.0852

# BACKGROUND

St Croix Therapy has been a part of the St. Croix Valley community since 1986. Formerly known as the Special Children Center, our organization has served thousands of patients and families. We celebrate the enduring connections we have built through our professional therapy services.

St Croix Therapy offers both traditional and nontraditional intensive therapy to aid in the development and treatment of children as well as physical development and recovery therapies for adults. We serve patients in western Wisconsin as well as the Twin Cities Metro area.



## ***DIRECT***

Provide direction to support staff providing therapy services

## ***MANAGE***

The executive director of St. Croix Therapy manages a budget of over \$2 million

## ***LEAD***

Provide leadership to the board of directors and staff

## ***DEVELOP***

Create innovative methods of delivery for services based on the needs of our patients

# VISION

St Croix Therapy's vision is to be a recognized and respected leader throughout the St. Croix River Valley in providing therapeutic services. We view ourselves as a pioneer in leading-edge therapeutic techniques using multi-disciplinary treatments that result in improved health and independence. This approach generates hope and well-being within the individual and the family. The effects continue throughout the community to develop acceptance and understanding of citizens of all abilities.

## MISSION

Through its professional physical, occupational and speech-language therapists, St Croix Therapy helps children and adults develop and expand their abilities to receive, process, and express information. Through the implementation of innovative therapeutic techniques, our clients develop skills in:

- Functional muscle movement
- Sensory processing
- Communication

By reaching higher potential and creating new possibilities, we aim to help clients become masters of their whole body.

Incorporated with our therapeutic experiences are social and emotional interactions resulting in significant outcomes on the quality of life for children and adults.

## PURPOSE

St Croix Therapy, a non-profit 501(c)(3) organization, is committed to impacting the lives of individuals and families.

St Croix Therapy purposes to:

- Plan for and administer traditional and non-traditional, integrated therapies for children and adults;
- Provide individualized therapeutic treatments for clients via speech/language, physical, occupational, and aquatic therapy techniques
- Pilot leading-edge techniques and conduct educational programs which emphasize mentorship and professional collaboration;
- Partner with community organizations to enhance experiences and promote living in the St. Croix Valley Region.



# DUTIES & RESPONSIBILITIES

## *of the Executive Director*

### *Primary Responsibility*

The Executive Director reports to the Board of Directors and is responsible for the organization's consistent achievement of its mission and financial objectives.

- Assure that the organization has a long-range strategy that achieves the organization's mission by making consistent and timely progress on goals and objectives
- Provide leadership in developing program, organizational and financial plans with the Board of Directors and staff
- Carry out policies and procedures authorized by the Board
- Communicate effectively with the Board and supply all necessary information for the Board to make informed decisions
- Assign projects and programs; monitor work flow, and review, evaluate and communicate progress. Work in tandem with team leaders
- Direct and support staff members providing therapy services
- Develop innovative methods of delivery of services based on needs of patients in collaboration with the team leads and staff members
- Market the organization to the community in order to increase presence and revenues and meet the organization's mission
- Lead budget preparation and administration; monitor and control expenditures
- Serve as the organization's primary spokesperson
- Responsible for hiring and managing a competent, qualified staff, and many HR activities



# REQUIREMENTS

- A bachelor's degree or greater in a professional rehabilitation field (i.e. Physical Therapy, Occupational Therapy, Speech Language Pathology, or Audiology), or in the area of healthcare administration, or business administration, or a similar field.
- Five or more years of management experience preferred.
- Excellent oral and written communication skills, computer skills and organizational skills; strong public speaker; financial management and accountability.
- Proficient in a variety of current technologies.
- Ability to motivate and manage staff and volunteers.
- Ability to handle multiple tasks simultaneously and respond to organization needs in prompt and timely fashion.
- Prior non-profit experience is desirable.

## OTHER REQUIREMENTS

- This is an exempt, full-time position. It does require time outside an 8:00-5:00, Monday through Friday schedule.
- Extensive local travel, driving and exposure to weather conditions.
- Physical activity that includes extensive time working on a computer and on a telephone, and the ability to lift 35 lbs.



# SKILLS & ATTRIBUTES

**To perform the job successfully, an individual should demonstrate the following leadership attributes:**

- **Communicate** – Speaks clearly, articulately and concisely. Is readily understood by others.
- **Critical Thinker** – Probes beneath the surface. Does not accept things at face value.
- **Organized** – Lays out task in logical and orderly sequence. Establishes and follows through on priorities.
- **Results Oriented** – Is intent upon achieving practical results. Concentrates attention on making things happen.
- **Self-Disciplined** – Carries out difficult and unrewarding tasks without procrastination.
- **Secondary attributes include** compassionate, credible, flexible, follow through, and responsible.

**Additionally, it is essential that St Croix Therapy's next Executive Director possess the following occupational skills:**

- **Communication Skills** (listening, verbal, written) – By far, the one skill mentioned most often by employers is the ability to listen, write and speak effectively. Successful communication is critical.
- **Financial Management** – Plans, implements, and evaluates the organization's budget and provides timely and accurate analysis of budgets and financial reports in order to assist the Board and staff in performing their responsibilities. Increase revenue through new business and other sources.
- **Healthcare/Therapy Knowledge** – Possesses knowledge to access resources, networks, and trends that fuel progressive leadership.
- **Organizational Management** – Ensure the effective development, coordination, supervision and implementation of all programs, activities and goals as established by the Board of Directors. Assist Board of Directors in developing annual and long-term program of work.
- **Strategic Planning** – Process of defining its strategy, or direction, and making decisions on allocating its resources to pursue this strategy.
- **Secondary skills include** accountability, collaboration/strategic alliances, and interpersonal relationship building/team development.

# ACCOUNTABILITY



**Growth in general operations through new or enhanced revenue streams. Continued long-term financial stability of the organization.**

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**Ensure high quality staffing, management and governance of the organization.**

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**Retain image and influence of St Croix Therapy throughout the St. Croix region and the western Wisconsin and Twin Cities marketplaces.**

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**Working in conjunction with staff, develop innovative programming that best serves patients.**

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**Enhance the organization's brand and its public image attributes, including effectiveness and growth.**

# EMPLOYEE BENEFITS SUMMARY



## **SALARY**

- Salary is commensurate with experience. St. Croix Therapy strives to provide compensation at market rates when compared to like organizations.
- Annual performance evaluations may be conducted near, or on, an employee's anniversary of hire.

## **BENEFITS**

- The following benefit programs are available to eligible employees:

Auto Mileage	Bereavement Leave
Educational Financial Assistance	Educational Leave
Family Leave	Holidays
Life Insurance	Medical Insurance
Medical Leave	Paid Time Off (PTO)

- Simple retirement plan with organizational match
- Some benefit programs require contributions from the employee or are unpaid (such as some of our leave programs), but many are fully paid by St Croix Therapy.

## **HOLIDAYS**

St Croix Therapy will be closed the following holidays:

New Years Day  
Memorial Day  
Independence Day  
Labor Day  
Thanksgiving Day  
Christmas Eve  
Christmas Day

# HOW TO APPLY

Submit confidential cover letter, resumé, salary history and requirements electronically to:

**ST. CROIX THERAPY**  
Executive Director Search Committee  
info@dowellmgmt.com

Direct any questions to:  
Larry Dowell  
651.221.0852  
larry@dowellmgmt.com

To learn more about the St. Croix Therapy visit  
stcroixtherapy.org  
Deadline: September 15, 2016

# REFERENCES & BACKGROUND

It is the St. Croix Therapy's policy to complete an extensive background and reference check of candidates. Once strong mutual interest has been established, candidates are asked to provide a list of references that should include, but not be limited to, a supervisor, a peer, and a subordinate, when applicable. St. Croix Therapy will respect the issue of confidentiality and will conduct the reference checks accordingly. Candidates will be asked to sign an Authorization to Release Information for the purpose of background investigation, which may include verification of education, credit check, criminal and driving records.

Should an offer be extended prior to the completion of these checks, the offer will be made contingent on the successful completion of the reference and background checks. St. Croix Therapy will keep candidates informed on the status of these inquiries.

## CONFIDENTIALITY/EQUALITY STATEMENT

We fully respect the need for confidentiality of information supplied by interested parties and assure them that their background and interest will not be discussed with anyone outside the search committee without their prior consent, nor will reference checks be made until mutual interest has been established. St. Croix Therapy firmly represents the principles and philosophy of equal opportunity for all individuals, regardless of race, gender, sexual orientation, age, creed, disability or national origin.



*Reaching Higher Potential and Creating New Possibilities*

[www.stcroixtherapy.org](http://www.stcroixtherapy.org)

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