

employment opportunity

Executive Director

at



*Providing Safety, Quality of Life,
and Independence Through Hope*

**A Mental Health Agency
in Appleton and Green Bay, Wisconsin**

presented exclusively by

peter
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leaders

to apply: bit.ly/VillaHope-apply

www.petergraysearch.com

Villa Hope is hiring an Executive Director

Peter Gray Executive Search is Villa Hope's exclusively retained partner for this executive search.

about Villa Hope

Founded in 1970 and headquartered in Appleton, Wisconsin, [Villa Hope](#) is a nonprofit residential and community mental health agency serving northeastern Wisconsin.

Many of those in Villa Hope's care are diagnosed with **schizophrenia** or **schizoaffective disorder**. Some are diagnosed with **bipolar disorder** or **major depressive disorder**.

Villa Hope provides long-term care, education, therapy, support – and most importantly, **hope** – to adults suffering from severe and persistent mental illness, developmental disabilities, traumatic brain injury, and substance abuse.

RESIDENTIAL PROGRAMS

Villa Hope runs residential programs providing consistent, compassionate, skilled 24/7 care to roughly 50 residents in these facilities:



Villa Hope's group home (center) and two of its supported apartment homes in Appleton, Wisconsin

- **Community Based Residential Facility** – a 15-bed a group home in Appleton.
- **Supported Apartment Program** – nine homes in Appleton converted into one- and two-bedroom apartments with residents under close supervision and care.
- **Special Apartment Program** – two homes in Kaukauna with live-in caregivers.

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These residential programs provide stable, long-term living arrangements and a place for residents to re-stabilize and prepare to transition to more independent levels of community living. Residents are encouraged to participate in their own care, and to contribute to participating in household duties to the extent that matches their individual goals and abilities.

Villa Hope's residential supportive services include:

- Nutritional meal program, with a full-time professional cook supporting the Community Based Residential Facility and the Supported Apartment Program.
- Daily activity programs managed by a staff Activity Coordinator.
- Medication supervision by skilled and trained staff under the supervision of a registered nurse.
- Care coordination to help schedule and facilitate coordination of needed services with social workers, case managers, medical, dental and psychiatric providers, and family members.
- Transportation to medical, dental, vocational and community activities.
- 1:1 supervision and symptom management to ensure safety.
- Classes and coaching in independent living skills such as budgeting, grooming and hygiene, use of public transportation, and laundry care.
- Spiritual support, with residents transported to weekly worship of their choice, and weekly Bible-study groups on-site.
- General housekeeping services.



Villa Hope's group home: common room, dining room, and two-level rear deck with access to a private greenspace

OUTPATIENT PROGRAM

Villa Hope's outpatient Community Support Program (CSP), located in Green Bay, provides intensive care management to roughly 50 adults with severe and persistent mental illness.



Villa Hope's Community Supported Program office in Green Bay, Wisconsin

The CSP utilizes principles of the [Assertive Community Treatment](#) (ACT) model to provide comprehensive, community-based services with low staff to consumer ratios, daily staff visits, and consumer advocacy and empowerment. Care is coordinated through a case management system with one identified staff member as the single point of contact to each CSP consumer. Within this system, the CSP staff work as a team with the consumer to develop an individualized treatment plan that supports the consumer. This enables each individual to achieve their maximum potential for independence.

For more information about Villa Hope: villahopeinc.com



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Villa Hope's mission, vision, and values

MISSION

Our **Mission** at Villa Hope is to provide a safe and healthy environment for adults suffering from severe and persistent mental illness, developmental disabilities, traumatic brain injury, chemical dependencies and other related disorders through education, therapy, support and most importantly, Hope. We believe that a healthy support system, strong and effective resources, and Hope, are the best ingredients to cultivate healthy lifestyle choices and independence.

VISION

Villa Hope strives to be a leading provider of individualized services to promote independence and a better quality of life for the people we serve.

VALUES

We value **PEOPLE**.

We believe all people should be treated with dignity, respect and acceptance, and that individual differences should be taken into account.

We value **COMPASSION**.

We believe in meeting those we serve where they are in life with understanding, caring and acceptance.

We value **HOPE**.

We believe there is always the possibility for a better quality of life and we actively encourage those we serve to always have hope.

We value **CHOICE**.

We believe offering individuals choices allows them to change and grow. Individuals should be encouraged to make choices about their care.

We value **INDIVIDUALIZED CARE**.

We believe service goals need to be developed, articulated and to evolve over time to meet the changing needs of each individual.

about the position

Reporting to the Board of Directors, the Executive Director has overall management and fiscal responsibility for all programs and operations of Villa Hope (45 staff, \$3 million budget).

KEY RESPONSIBILITIES INCLUDE:

- **Mental health care leadership** – ability to expertly guide an organization caring for those diagnosed with schizophrenia, schizoaffective disorder, and other chronic and persistent mental health diagnoses.
- **Team leadership** – stewardship of a positive, compassionate culture that brings out the best in Villa Hope’s employees and consumers.
- **Fiscal and operational management** – accountability for securing and allocating Villa Hope’s financial resources, and overseeing its policies, programs, and operations, including multiple owned buildings and vehicles.
- **Contracting** – cultivation of business relationships to secure and negotiate contracts with counties, managed care organizations, and other partners.
- **Staffing** – recruiting, hiring/termination, retention and development of staff to keep the organization fully staffed with qualified, caring professionals.
- **Governance** – guidance of the Board of Directors in their fiduciary duties and strategic oversight.

experience sought

- Significant experience working with the chronically mentally ill. Experience working with those diagnosed with schizophrenia, schizoaffective disorder, and other chronic and persistent mental health diagnoses preferred.
- A strong understanding of mental health systems, programs and services delivery. Experience with the Assertive Community Treatment (ACT) or Community Support Program (CSP) model of care preferred.
- Staff management experience encompassing day-to-day staff supervision, employee performance reviews, recruiting, hiring and termination, and an understanding of employee benefits and employment law.
- Financial management experience including budgeting, contracting, and identification of funding opportunities, including grant-writing, for mental health or related services.
- Familiarity with nonprofit governance and successful engagement with a nonprofit Board of Directors preferred.
- Bachelor's degree required for agency certification.

personal qualities sought

- **Leadership** skills to constructively engage and influence diverse onsite and offsite teammates and partners to accomplish organizational objectives while fostering a positive environment that motivates them to excel.
- **Compassion and patience** to serve and support individuals with profound mental health challenges and behavioral issues.
- Strong **interpersonal** skills to work well with diverse and remote teams in fast-paced, ever-changing work environments, and to engage stakeholders through collaborative, mutually beneficial relationships.
- Strong verbal and written **communication skills**, with a demonstrated ability to present complex information in an understandable and persuasive way to diverse audiences.
- **Accountability** to follow through on activities, provide regular feedback, and exercise diligence and ownership in work activities.
- **Initiative, self-motivation and energy** to take a proactive, constructive and results-driven approach with minimal board supervision.
- **Adaptability**, flexibility and imagination to accept and work constructively with continuous change and uncertainty, to envision and accomplish goals.
- **Creative and analytical thinking** skills to reach solutions to complex problems.
- **Technology proficiency** for effective day-to-day productivity, communication, and analytical decision support.
- **Integrity** to be a role model of trustworthiness, honesty, and the highest personal and professional standards.

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location

Villa Hope's administrative offices are located in its group home in Appleton. The Executive Director needs to be able to travel by car regularly between the Appleton and Green Bay offices, and to visit locations and community partners in northeastern Wisconsin as needed.

Due to the nature of the work, this is an onsite position whose responsibilities cannot be fulfilled remotely. So the Executive Director is expected to reside within reasonable travel range of Appleton, Wisconsin, and to commute to Villa Hope daily.

Villa Hope is prepared to offer financial assistance for relocation if needed.

about the community: Appleton and Wisconsin's Fox Cities

Source: adapted from Appleton Area School District's [Life in the Fox Cities](#)

Appleton is a thriving community of 70,000, located about 100 miles north of Milwaukee and Madison. Appleton is the largest of Wisconsin's Fox Cities, a vibrant region of 400,000 nestled between Oshkosh and Green Bay.



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employment opportunity: Executive Director at Villa Hope

Appleton blends the conveniences of urban living with stunning natural beauty, Midwest friendliness, [low cost of living](#), [low crime](#), [high-ranking schools](#), and over 20 [colleges and universities](#) in the area.

The area offers many opportunities for participation in [outdoor recreation](#), the [arts](#), and [sports](#), as well as a football fan's dream proximity to the Green Bay Packers. [Appleton International Airport](#) and the [Fox River Mall](#) are just outside of Appleton. Many [churches](#) and [neighborhood parks](#) help to make Appleton a wonderful place to live, work, and raise a family.

Appleton's accolades include:

- Ranked #5 nationally among [best affordable places to live](#).
- Ranked the [ninth-best city](#) in the US for children.
- Appleton and the Fox Cities ranked among the [safest communities in Wisconsin](#).
- Appleton and the area have [three of the top 10 public school districts in Wisconsin](#), and many excellent [private schools](#).
- Ranked #53 nationally among [best small places for business and careers](#).

For a slice of Appleton, watch these [videos](#) by Appleton's [Lawrence University](#):



compensation and benefits

Villa Hope's Executive Director position has a salary of \$85,000.

Villa Hope employee benefits include employer-subsidized group health, dental, and vision plans; a retirement plan with employer match; paid time off of 20 days/year plus holidays; short- and long-term disability insurance, life insurance, and flexible spending account.

Villa Hope is prepared to offer financial assistance for relocation if needed.

interested?

Please **apply** confidentially: bit.ly/VillaHope-apply

The position is open until filled.

Villa Hope has exclusively retained [Peter Gray Executive Search](#) to conduct the search for its new Executive Director. Peter Gray Executive Search is a social impact executive search firm based in Madison, Wisconsin.

Villa Hope and Peter Gray Executive Search are equal opportunity employers, committed to attracting candidates representing a diverse range of backgrounds. We promote excellence through diversity and encourage all qualified individuals to apply.

about peter gray executive search

Peter Gray (he/him) is a recovering Wall Street recruiter who now recruits social impact leaders and fights bias in hiring.

As founder and CEO of [Peter Gray Executive Search](#), based in Madison, Wisconsin, he guides nonprofit organizations and social impact employers through [leadership succession](#) and other [strategic hiring](#). He also [trains](#) employers on diversifying hiring outcomes, and [coaches](#) individuals on overcoming bias in job search and career advancement.



Peter began his career in executive search at Korn Ferry in New York City. He gives back as a volunteer adviser, fundraiser, and board member for nonprofit and civic organizations. He currently serves on the board of the Boys & Girls Clubs of Dane County and chairs its largest annual fundraiser, [Move For Boys & Girls Clubs](#).

Peter holds a BA from Harvard University, and an MBA from Columbia Business School.

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