

The Burke Foundation

Executive Director – Milwaukee, WI

Position Profile

For more information, please contact:

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Organization

The Burke Foundation was founded by Richard "Dick" Burke, the founder of best-selling bicycle-maker, Trek Bicycle Corp. who passed away in March, 2008. In 1976, Richard Burke co-founded the company in a red barn in Waterloo, Wis., about 30 miles east of Madison. Burke was an advocate for urban education and donated tens of millions of dollars to education and community organizations in the Milwaukee area. Unlike many philanthropists who focus simply on leaving a legacy, Mr. Burke had a clear vision of how he wanted his generosity to make a difference, focusing the Foundation on urban education, youth, and leadership development – areas where he said *“he can and must make a difference.”* As he put it, *“If you are fortunate enough to gain resources in this world, you have a responsibility to give back to society.”*

The Burke Foundation has retained Spano Pratt Executive Search to conduct the search for an Executive Director that will partner with the Board of Directors to oversee the grants and grant reporting process. This position will be based in Milwaukee, Wisconsin. The successful candidate will work publicly with community and non-profit organizations to improve the education, leadership skills and lives of children and youth.

Mission

Commitment to Education, Youth & Leadership Development

Enhance and improve:

- The character, quality and access to education
- The personal, social and intellectual development of children and youth
- The educational and social quality of community life

Historically, The Burke Foundation supported innovative opportunities and programs that improved urban education, youth and leadership development by focusing on the well-being of youth and future leaders, and addressing long-term viability in the changing community.

With the vision of Dick Burke, The Burke Foundation seeks to make a difference by investing in creative, well-conceived and cost-effective programs.

Position Profile

- In conjunction with the board, develop and implement the strategic plan, mission and goals of The Burke Foundation.
- Promote the foundation's mission and principles.
- Be recognized as a leader that is externally focused and involved in the community.
- Develop and maintain relationships with other grant-making and funding sources to prepare for future grant-making.
- Act as point of contact for The Burke Foundation grant applicants, grant recipients, and other grant-making organizations and funders.
- Review, evaluate and make recommendations of grant proposals to the Board. Review and evaluation include examining administrative capability, potential effectiveness of their approach, proposed outcome, site visits, and monitoring progress.
- Measure outcome based programs.

- Leverage private and public resources, partner with local and national foundations; meet with stakeholders and decision-makers to invest collaboratively in projects that make a difference in the metropolitan community.
- Develop strategic alliances with community leaders and local officials, including collaborative partnerships with other youth serving organizations, members, parents, families, funders and community organizations.
- Identify opportunities and potential partners (non profits, public/private funders) to address the challenges and gaps in services.
- Design and manage special grant initiatives and collaborative programs with non-profit organizations, partnering with other funders, as appropriate.
- Work independently to achieve goals and initiatives within the determined timeline.
- Coordinate site visits with grantees and The Burke Foundation Board members to evaluate potential projects.
- Oversee evaluation of multi-year grant proposals, monitor results/outcomes progress and fiscal accounting.
- Align the budget and financial plans with the strategic plan and mission.
- Research and explore new and evolving opportunities that engage youth, urban education and leadership in the Milwaukee community.
- Determine new opportunities for creative proactive grant-making, e.g., customized grant-making, letter of intent process, request-for-proposals, influencing public policy.

Professional Experience

- Understanding and affirmation of the mission of The Burke Foundation
- Excellent written and verbal communication skills
- Prior experience in public speaking and coordinating efforts with high-profile individuals and projects is required
- Ability to establish and maintain effective working relationships with the Board of Trustees, community groups, and other related agencies
- Five to seven years successful experience in non-profit/foundation sector
- Experience in analyzing programs and services, structuring new programs and implementing improvements to current programs
- Demonstrated knowledge of grant-making practices and principles and a track record of success in managing multiple projects
- Demonstrated leadership and the ability to work in an independent manner
- Flexibility to travel, occasional weekend and evening work
- A minimum of a Bachelor's degree from an accredited college or university
- A strong background and interest in community affairs

Milwaukee, WI

Milwaukee is the largest city in the U.S. state of Wisconsin, the 28th most populous city in the United States, with a population of 594,833. Milwaukee is also the regional center of the seven counties Greater Milwaukee Area, with an estimated population of 2,014,032. Once known almost exclusively as a brewing and manufacturing powerhouse, Milwaukee's image has changed with the decline of industry in the region. In the past decade, major new additions to the city include the Milwaukee Riverwalk, the Frontier Airlines Center, Miller Park, an internationally renowned addition to the Milwaukee Art Museum, and Pier Wisconsin, as well as major renovations to the U.S. Cellular Arena. In addition, many new skyscrapers, condos, lofts and apartments have been constructed in neighborhoods on and near the lakefront and riverbanks.



The largest city in Wisconsin and located on the west shore of Lake Michigan, Milwaukee has a revived downtown area alongside the Milwaukee Art Museum with new skyscrapers, luxury housing, fine dining and upscale nightlife establishments. Milwaukee also hosts the world's largest music festival, Summerfest, and has attractions that display the cultural history of the great city. Marquette University brings in a young crowd to enjoy the city's character and shifts the focus from Hogs and Miller Draft to business enterprises in the Fortune 500.

Milwaukee offers great restaurants, art galleries, museums, theatre, music and all of the pleasures of city life. For more information on what Milwaukee has to offer, please visit www.milwaukee.com and http://www.choosemilwaukee.org/living_working.aspx.

The Burke Foundation has partnered with Spano Pratt Executive Search to identify the Executive Director. For a confidential conversation and to learn more about this opportunity please contact Jamie Pratt.

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