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EXECUTIVE POSITION PROFILE

HALLIE Q. BROWN

Community Center Since 1929, the
Lighthouse of the Community

ORGANIZATION

Hallie Q. Brown Community Center

POSITION

Executive Director

APPLICATION DEADLINE

Applications will be accepted until April 19, 2024 with review of candidates beginning immediately.

We encourage and appreciate early applications.

COMPENSATION

\$145,000-\$165,000

BRIEF

Ballinger | Leafblad is pleased to conduct the search for an Executive Director at Hallie Q. Brown Community Center in Saint Paul, Minnesota.

CONTACT

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HALLIE Q. BROWN

Community Center Since 1929, the
Lighthouse of the Community

ORGANIZATIONAL OVERVIEW

Founded in 1929, Hallie Q. Brown Community Center, Inc. is an African American, nonprofit social service agency open to all. The center primarily serves the Summit University area of Saint Paul, Minnesota and the broader Twin Cities metro area. The organization was born as the result of the vision, commitment and tireless efforts of several community leaders in the 1920's.

The organization is mission driven and data informed to provide the best overall outcome for the people and the communities served.

Perhaps the greatest strength and most unique aspect of Hallie Q. Brown is its history of community, serving neighbors and providing a hub for activities responsive to the needs, makeup and trends of all where we live. Since its inception as a settlement house, HQB has continued to set the standard for serving, responding to and fulfilling the needs, empowering the aspirations, focusing the activities, and furthering the dreams of the BIPOC (Black, Indigenous and People of Color), low income white and other residents and communities of Rondo and our wider circle of guests, constituents and neighbors from throughout the state of Minnesota.

Learn more at <https://www.hallieqbrown.org/>

MISSION

Improve the quality of life in our community by providing access to critical human services, fostering and promoting African American heritage, personal growth, self-sufficiency and self-determination; and developing community leadership.



ABOUT HALLIE Q. BROWN

Hallie Quinn Brown was born in Pittsburgh, Pennsylvania in 1845, the daughter of two former slaves, Thomas Arthur Brown and Frances Jane Scroggins. Allowed to purchase his freedom, Thomas was the son of a Scottish woman who owned a Maryland plantation and the plantation's black overseer. Frances was freed by one of her grandfathers, a white Revolutionary War officer and plantation owner. Both were well educated, her father became known as "Mr. Brown, the walking encyclopedia", and her mother was an unofficial advisor and counselor to the students of Wilberforce University, a private, coeducational, historically black liberal arts college. Both Thomas and Frances were actively involved with the Underground Railroad. Her parents' commitment to the cause would later influence the organizations Brown founded and participated in.

The Brown Family moved from Pittsburgh to Ontario, Canada and then to Wilberforce, Ohio. Brown graduated from Wilberforce University in 1873, with a Bachelor of Science degree. After graduation, she began teaching on the Senora Plantation in Mississippi and went on to teach on several plantations during her life. Her efforts focused on improving the literacy levels of black children who had been denied the chance during slavery. She moved on to Columbia City Schools and then to Allen University in Columbia where she served as the Dean at Allen University from 1885 to 1887. From 1887 to 1891, she taught night school for African Americans in Dayton, Ohio. And in 1892 was appointed principal (Dean of Women) of Tuskegee Institutes in Alabama from 1892-1893, where she worked with Booker T. Washington. Returning to Ohio, Brown taught in the Dayton Public Schools for four years and established an adult class for migrant workers.

Brown died on September 16, 1949, in Wilberforce, Ohio. Two buildings are named in her honor: the Hallie Q. Brown Memorial Library in Wilberforce, Ohio, and the Hallie Q. Brown Community Center.

Read more about [Hallie Q. Brown](#)

ORGANIZATIONAL CULTURE

The Board and Staff are committed to fulfilling their roles and mission, and are resolved to continually get better at achieving it, recognizing and communicating signs of progress along the way. We intend to illustrate to our constituents, community, supporters and donors how the mission is advancing, using data, community voices, records and measurable results that "represent," and reveal the genuine complexity and nuances we face and overcome each day. We charge ourselves with showing our stakeholders how we are moving the needle and how our mission is increasingly made manifest. Success is in the details, and we must continue to seek ways to improve on that success.



STRATEGIC PLAN

In order to maintain, strengthen and maximize services needed to assist our community, and continuously improve, Hallie Q. Brown will maintain and improve its involvement in the following initiatives:

Programs & Services

New and Existing Programs & Services - review and ensure measurable utilization/outcomes for all programs and services annually.

Maintain and implement core and innovative programming that is responsive to the needs of the community

Maintain and strengthen existing programs. Explore new partnerships and mutually beneficial collaborative service initiatives. Explore new teen and family support programming and activities. Utilize technology to enhance the services, gathering/meeting spaces and programs provided. Explore and work in policy (education and advocacy) areas that are resonant with HQB services and the needs of constituents in accordance with IRS and state guidelines.

Finance, Operations and Development

Ensure financial stability in order to carry out the mission of Hallie Q. Brown.

Infrastructure and Equipment Needs

Solicit corporate support for ascertaining infrastructure needs.

Development

Implement development activities to support the fundraising and budgetary needs of the Center.
Ensure programs and service rates remain as affordable as possible for families served while supporting the cost of programs.

Organizational Effectiveness

Ensure a safe, professional, welcoming and respectful workforce.

Operational Procedures

Create an operational manual for each position. Formally document, compile and update on an ongoing basis for all staff and Board of Directors positions.

Security

Improve security measures in and around the building.

Community Engagement

Make full use of the Center's facilities. Create a space utilization plan with Parks & Recreation detailing space allocations and occupancy agreements.
Conduct appropriate engagement and respond to community needs and requests. Solicit on-going community input and feedback.
Chronicle and preserve the history, culture and heritage of HQB.

Partnerships

Explore and maximize strategic partnerships. Increase services, information and mutual benefit opportunities made available to constituents.

Communications & Marketing

Raise awareness of the Hallie Q. Brown Community Center and its programs and services. Conduct electronic and print marketing and social media engagement strategies and benchmark success.

Program Information

Market and brand HQB Community Center. All management team members share responsibility for the creation and review of an annual internal/external comprehensive communications plan



PROGRAMS AND SERVICES

HQB's role as a multi-service delivery hub and Community Center full of vital activities is more critical than ever. Each program addresses a widening gap or lingering issue unmet in the area. The broad range of such issues, from basic needs to social transformation, requires dynamic and responsive programming and a forward-looking plan. At the same time the mix of constituents coming to HQB continues to evolve.

Hallie Q. Brown Community Center operates in six core program areas: Early Childhood Education, Youth Enrichment, Basic Needs, Senior Programming, Historical Archives and Multiservice Center Administration.

Early Childhood Education

The Hallie Q. Brown Child Early Learning Center (ELC) provides education and childcare for infants, toddlers and preschoolers, and is licensed for ages 6 weeks through 5 years old. Safe, affordable childcare is provided for working parents and community residents on a sliding fee scale. Children are provided with skills and tools to prepare them effectively for Kindergarten and beyond, as well as being exposed to a wide variety of learning activities through field trips and classroom activities with special guests. The ELC has received a Four-Star rating from Parent Aware.

Youth Enrichment Program

The Youth Enrichment program provides youth ages 5 to 11 with the resources and opportunities to develop and expand cooperative and interdependent relationships through organized activities. The program is designed to improve academic performance, enhance leadership and communication skills, increase awareness of other cultures, inspire a sense of community pride, and teach the importance of volunteerism and philanthropy to build strong and healthy communities. It operates before and after school during the year and full day during the summer and school release days.

Basic Needs

The Basic Needs Program encompasses both the Food Shelf and the Clothing Closet. These programs operate on a client-choice model and strive to assist families in achieving self-sufficiency and empowerment through providing basic needs of food, clothing and small household items. The Basic Needs programs also administer a broad range of emergency, referral and other support services.

Senior Programs

Hallie Q. Brown serves as a gathering place for seniors to enhance their independence through connection to services and activities. The most active programs are the Magnificent Golden Agers and the Retired Men's Club.



Martin Luther King Multi-Service Hub Center

Hallie Q. Brown is housed in the Martin Luther King Multi-Service Center, and serves as the administrator for this neighborhood facility.

Hallie Q. Brown Community Archive

The Hallie Q. Brown Community Archive is a collaborative initiative that serves as the hub of cultural and historical exchange for one of the Midwest's most important loci of African American history. HQB is one of the lodestars for Black communities in the region, providing social space, services, educational and cultural support for St. Paul's Black residents.

MANAGEMENT RESPONSIBILITIES

The Executive Director reports to the Board of Directors and serves as a member of the leadership team. Direct reports to the Executive Director include the Associate Executive Director, Manager of Operations, External Affairs & Development Manager, Programs Manager, Community Ambassadors Manager, Marketing and Events Manager and an Executive Assistant (vacant). HQB currently has 15 staff members. When fully staffed, it is anticipated to have 22 full-time employees. The Executive Director manages a budget of just over \$3 million.

ESSENTIAL RESPONSIBILITIES

Cultivate, grow and maintain HQB's relationship with the community

- Regularly engage with the community elders including the Retired Men's Club and the Magnificent Golden Agers
- Actively engage with the St. Paul NAACP, the African American Leadership Council, Reconnect Rondo, The Black Ministerial Alliance, Selby Avenue Business Council, Rondo Community Land Trust and other relevant community organizations
- Expand community awareness of Hallie Q. Brown's services and programs

Cultivate and maintain HQB funding sources, including corporate, major gifts and individual donors

- Establish and meet annual fundraising goals
- Establish and maintain relationships with key partners, corporations and community groups
- Coordinate introduction of key partners to program-specific staff
- Represent and expand agency relationships with funders, community groups and elected officials

Coordinate fundraising and community events

- Lead planning, execution and evaluation of annual gala, March Campaign and other events as requested
- Establish event goals, project plan and evaluation criteria
- Oversee project management of individual events

Manage Seniors, Volunteers and Community Archive Program

- Manage the relationships, programs, events and resource needs for the Magnificent Golden Agers and the Retired Men's Club
- Develop and implement policies and procedures for effective volunteer recruitment and management for basic needs and event volunteers
- Manage, coordinate and promote the Community Archive Project to the community and media

Manage and Develop Staff

- Provide regular guidance, support and decision-making to direct reports
- Delegate appropriately and monitor performance
- Recruit, retain and develop employees that positively contribute to the mission and values
- Provide ongoing respectful performance feedback to employees informally and during the performance review process. Partner with Human Resources to address under-performance

Provide Financial and Organizational Leadership

- Work collaboratively at the leadership level to create, plan and realize organizational strategies and initiatives
- Make decisions that serve both the mission and the fiscal management of HQB
- Professionally represent HQB in various community engagement activities and meetings, as appropriate
- Participate in implementing HQB's strategy, mission, culture and values

Ensure self and others actively and positively contribute to the mission and work environment

- Work to improve the quality of life in our community
- Come to work with an open and inclusive mindset
- Everyone has a voice. Listen to differing opinions
- Be helpful and respectful to everyone (staff, clients, volunteers, visitors and all stakeholders, etc.)
- Come together to solve problems
- Everyone pitches in to make HQB successful

DESIRED QUALIFICATIONS

- Bachelor Degree in relevant field coupled with 5+ years success in leading community organizations, fundraising, event planning or grant management.
- Supervisory experience required.
- Strong commitment to the HQB mission and creating an inclusive, welcoming environment for community members and peers.
- External fundraising experience in human services, education, or community organizations, with a demonstrated track record of developing and advancing significant contributions through relationship building.
- Demonstrated knowledge and understanding of the history of St. Paul and Rondo communities.
- Previous executive leadership experience with a proven track record of success, positive impact, and results.
- Proven ability to navigate complex relationships simultaneously with multiple stakeholders.
- Demonstrated financial management and budgeting experience.
- Experience working with partners on lobbying efforts with government officials on the state and local levels.
- Regarded by peers and staff as an effective leader, coach and manager.
- Ability to professionally and effectively represent the organization to external audiences.
- Ability to think strategically coupled with strong analysis, risk management and decision-making skills.
- Ability to regularly work beyond a 40-hour work week, including evenings and weekends.
- Strong attention to detail and ability to work with confidential information.

LEADERSHIP CHARACTERISTICS

Cultural Competence, Diversity, Equity, Accessibility and Inclusion. A commitment to the values and best practices that inform and influence the core purpose and values of the organization.

Teamwork. Comfort with and enthusiasm for working in a small team and contributing to the generation of new ideas while also maintaining an effective autonomous workflow.

Partnership Building. Enthusiasm for and ability to build and maintain strong interpersonal relationships and partnerships with outside organizations and individuals to inform and improve internal work-product.

Project Management. Demonstrated effectiveness in organizational and time management skills.

Program Evaluation. Solid experience with and understanding of program evaluation methods, including the ability to use and explain data for decision making purposes.

Emotional Intelligence and Humility. Ability to acknowledge the achievements of others, to share credit, and to welcome feedback.

Empathy and Respect. A high degree of awareness for the immense challenges facing people experiencing poverty, poverty-fighting organizations, and social services work, and respect for the individuals dedicated to those important efforts.

Communication. Excellent verbal communication and presentation skills.

Creativity. An innovative and creative problem solver with an ability to create and articulate a compelling vision for the future of HQB.

COMPENSATION AND BENEFITS

The salary range for this position is \$145,000-\$165,000. Compensation includes participation in the comprehensive benefits plan.

TO APPLY

Inquiries may be directed to Damon Shoholm, damon@ballingerleafblad.com or Lars Leafblad, lars@ballingerleafblad.com.

Applications will be accepted until April 19, 2024 or until the position has been filled, which may be earlier. There will be an immediate and ongoing review of candidates, so *we encourage and appreciate early applications*. All inquiries will remain confidential.

Additional information regarding the HQB leadership transition is available here: <https://www.hallieqbrown.org/site/index.php/about/hallie-q-brown-executive-director-search/>

Hallie Q. Brown hires and promotes qualified people, and administers all terms and conditions of employment, without discrimination due to race, color, creed, religion, ancestry, national origin, gender, sexual orientation, disability, age, marital status, status with regard to public assistance, or other protected-class status.