

President & Chief Executive Officer
Lutheran Home and Harwood Place
Wauwatosa, Wisconsin



The Lutheran Home and Harwood Place has partnered with Spano Pratt Executive Search to identify the President & Chief Executive Officer. For a confidential conversation and to learn more about this opportunity please contact Jamie Pratt.

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Organization

The Lutheran Home was established in Wauwatosa, Wisconsin in 1906 out of love and concern to provide for retired and indigent pastors and teachers who could live out their lives in relative comfort and dignity. First known as the “Altenheim,” the same spirit remains at the heart of the Lutheran Home a century later. While we serve people of all backgrounds, it’s clear that faith and compassion remain the driving forces in care.

Harwood Place, founded by a joint venture between the Lutheran Home and Froedtert Memorial Lutheran Hospital, opened its doors in December of 1989. Now solely under the ownership of the Lutheran Home, Harwood Place fulfills the need for a retirement living community as a part of our continuum of care. It provides a beautiful, safe, and dignified campus for independent seniors who wish to reduce the responsibilities of home ownership and have available the socialization and support of health services such as assisted living.

One hundred years later, we’re at the forefront of senior care, offering a full range of services, including independent living, short-term rehabilitation, assisted living, memory care assisted living, skilled nursing, adult day services, and host hospice care on-site. Additionally, we offer community programs and a Children’s Center with intergenerational programming, benefiting young and old alike.



ABOUT US

While located on two campuses, we are one organization. As our Mission states, “We are dedicated to serving older adults and enriching the lives of those we touch by providing compassionate and loving care.” This mission, along with our Core Values of: *Compassion, Commitment, Creativity* and *Collaboration*, inspire our work every day. We love what we do and we Go Beyond Care to *Caring*.

WHO WE ARE

Lutheran Home provides [rehabilitation services](#), [skilled nursing](#), specialized [memory care assisted living](#), [adult day services](#), and [child care](#). Harwood Place provides [assisted living](#) and [independent living](#). The [Lutheran Home Foundation](#) works to grow awareness and financial support for the needs of older adults in our care.

Position Profile

This position is responsible for the leadership and direction of the Lutheran Home, Harwood Place, Lutheran Home Foundation, and LutheranLiving Services. The President & Chief Executive Officer (CEO) is accountable for assuring all policies and procedures are in place, and state and federal regulations are met. The CEO directs, manages and controls the affairs of LutheranLiving Services and subsidiaries (collectively “organization”). The CEO is responsible for developing and executing strategic plans and realizing the strategic vision as approved by the board(s) of directors. The CEO will ensure that the organization is properly represented in all appropriate healthcare industry matters and organizations. The CEO will lead and serve as a lead member of the organization’s administrative leadership team (ALT).

1. Authority	<ul style="list-style-type: none"> ▪ The function of the CEO derives its authority from and reports directly to the board of directors, which is the governing body of the organization ▪ No other function has direct authority over this function ▪ The CEO is delegated the administrative authority, responsibility, and accountability necessary to carry out all assigned duties
2. Essential functions	<ul style="list-style-type: none"> ▪ Oversee the development of strategic and operating plans and budgets for all organization ▪ Ensure that the organization accomplishes approved plans and programs and meets financial and operational goals and objectives ▪ Ensure that all federal and state regulatory requirements are met ▪ Direct the development of additional sources of financial support to ensure the organization is and remains financially sound and secure ▪ Ensure the highest quality of resident and customer care ▪ Ensure that employee morale and training are maintained at a superior level ▪ Ensure that management and staff are competent in their assigned responsibilities and remain so throughout their terms of service ▪ Ensure that the relationship of the organization toward family members of those residents, clients and others being served are positively developed and enhanced and that procedures are in place to deal affirmatively and effectively with resident, client and family member concerns and suggestions for improvement ▪ Comply with such other requirements as the board(s) of directors may from time-to-time determine ▪ Keep abreast of economic conditions and make adjustments as necessary to ensure the continued ability to provide quality care
3. Participate in and/or lead board and leadership team committees and/or initiatives	<ul style="list-style-type: none"> ▪ Participate in, facilitate, and/or support all board committees for both the Foundation board and governing board ▪ Participate in, facilitate, and/or support selected leadership team meetings including strategic planning and routine ALT meetings
4. Coordinate all governing board meetings	<ul style="list-style-type: none"> ▪ Set agendas ▪ Coordinate the development of presentation material and present materials at meetings as necessary
5. Attendance	<ul style="list-style-type: none"> ▪ Attendance is an essential requirement for this position.
6. Any and all other duties as assigned	<ul style="list-style-type: none"> ▪ To be determined by board(s) of Directors



LH & HP CORE VALUES AND COMPETENCIES

Compassion	<ul style="list-style-type: none"> ▪ Treating others with dignity and understanding
Commitment	<ul style="list-style-type: none"> ▪ Working with integrity and pride
Collaboration	<ul style="list-style-type: none"> ▪ Building meaningful relationships
Creativity	<ul style="list-style-type: none"> ▪ Facing opportunities and challenges with imagination, flexibility and optimism
Resident/Client/Customer Focused	<ul style="list-style-type: none"> ▪ Does whatever is necessary to meet the needs of the resident/client/customer
Communicates Openly	<ul style="list-style-type: none"> ▪ Communicates with resident/clients, families and visitors in an appropriate and effective manner. Communicates effectively with team and managers and keeps them informed.
Self-Development	<ul style="list-style-type: none"> ▪ Seeks out and pursues development opportunities for personal or professional growth (e.g., interpersonal skills, technical skills)
Unit/Department Teamwork	<ul style="list-style-type: none"> ▪ Demonstrates support for co-workers and team by offering assistance to others and taking responsibility for work that needs to be done
On-line Education Compliance	<ul style="list-style-type: none"> ▪ Timely and successful completion of monthly on-line education
Education Compliance	<ul style="list-style-type: none"> ▪ Timely and successful completion of mandatory in-service or competence assessments
Attendance and Scheduling	<ul style="list-style-type: none"> ▪ Supports the team by demonstrating flexibility and reliability in availability and by complying with attendance and benefit time policies and procedures

QUALIFICATIONS

Education	<ul style="list-style-type: none">▪ A baccalaureate degree from an accredited university or college▪ Master's degree preferred
Experience	<ul style="list-style-type: none">▪ A minimum of five years' experience in executive leadership▪ Proven management and leadership skills
Skills/Abilities	<ul style="list-style-type: none">▪ Upholds the organizational values and mission▪ Excellent verbal communication skills▪ Speaks clearly and persuasively in positive or negative situations▪ Listens and gets clarification▪ Responds to questions appropriately▪ Excellent written communication skills▪ Writes clearly and informatively▪ Edits work for spelling and grammar▪ Varies writing style to meet needs▪ Values diversity▪ Shows respect and sensitivity for cultural differences▪ Computer Skills▪ Proficient in Microsoft Word, PowerPoint, Excel and Outlook

Location: Wauwatosa, WI

Located just 15 minutes west of downtown Milwaukee, Wauwatosa is an urban enclave with a charming small-town feel. Known affectionately by locals as "Tosa," the city is filled with unique local shops and restaurants, and many of Milwaukee's most popular spots are opening up second locations in this neighboring city. The city is also home to the Milwaukee Regional Medical Center as well as several colleges and universities.



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