



<b>Status:</b>	Full time, salary, exempt
<b>Scheduled Hours:</b>	9AM – 5PM, occasional evenings/weekend as needed per events.
<b>Reports to:</b>	Board of Directors
<b>Compensation:</b>	Commensurate with experience.
<b>Application:</b>	Please submit a cover letter and resume to: <a href="mailto:hr@childrensgriefglbr.org">hr@childrensgriefglbr.org</a>

The Children's Grief Center is a 501(c) (3) non-profit whose mission is to provide a healing environment through peer support to children, teens and their families who are grieving a death.

### **Overview:**

The Executive Director is responsible for the overall strategic and operational responsibility for executing the organizational mission, managing the budget, building the organizational brand, guiding fundraising initiatives, monitoring policies and procedures, supervising professional and support staff, and overseeing all aspects of program delivery according to best practices. The person in this position must be an effective leader who is passionate about the organization's mission, possesses development and campaign experience, demonstrates ability in financial management, has strong written and verbal communication skills, is comfortable balancing multiple tasks simultaneously, and is able to work in collaboration with a diverse group of stakeholders including board members, staff, volunteers, participants, donors, and partnering organizations.

### **Essential Functions:**

#### **Organization Leadership**

- Oversee the day-to-day operations of the organization
- Lead all aspects of strategic planning
- Recruit, hire, train and evaluate the professional and support staff, establish employment practices, determine appropriate compensation, and create a culture that encourages and inspires excellence
- Ensures program excellence and implement program evaluation
- Provide consistent management of the budget, maximizing quality and quantity of services provided per dollar spent while making certain the organization remains healthy financially
- Work with program leads to develop and grow programs and staff & volunteer capacity
- Oversee marketing and other communications efforts
- Protects the organization from potential threats: a) reduces liability to the organization, Board of Trustees, and staff where possible; (b) assure that appropriate policies are recommended and insurance protection is provided; (c) assures operation within appropriate legal/ethical standards.
- Assure the continued growth of the organization; stay abreast of successful development techniques, solicit the support, assistance and network of Board, staff, volunteers and community supporters.

#### **Public Relations/Fundraising**

- Identify and develop all individual, foundation, corporate and other sources of funding necessary for the delivery of services and programs, and ensure that the appropriate amount of funding for operation and long term sustainability building
- Bring an entrepreneurial spirit to the expansion of revenue generating, development, and fundraising opportunities and identify resources needed to achieve and grow strategic goals of the organization

- Actively engage and energize board members, staff, volunteers, partnering organizations and funders in the mission of the organization
- Provide appropriate donor services and recognition.
- Focus on endowment-building as the means to meet agency goals and serve the community
- Promote the organization's mission and programs through proactive outreach and visibility in the community and by working closely with other professional, civic and private organizations
- Oversee and participate in fund raising events, marketing initiatives, and public relations activities
- Establish collaborative relationships with nonprofit service partners, government agencies, corporations, and foundations

### **Board Relations**

- Attend board meetings and build strong relationships with the Board of Directors, assuring that members are knowledgeable about programmatic initiatives
- Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and make informed decisions.
- Communicate frequently with the President of the Board, keeping him/her apprised of activities, developments, and concerns, and seeking advice where appropriate – particularly in regard to philosophy and political issues
- Responsible for the financial integrity of CGC, to include submission to the Board of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.

### **Requirements and Qualifications:**

- Bachelor's degree or equivalent in nonprofit management, social work or related field; Master's degree preferred
- 3-5 years' experience in a nonprofit leadership role with a relevant organization
- Demonstrated leadership ability
- Passionate about the organization's mission
- Proven skill at developing stakeholder-centered relationships with donors, volunteers, and community partners
- Excellent oral and written communication skills and public speaking
- Financial/Budget management skills, including budget preparation, analysis, decision-making and reporting
- Strong organizational abilities including planning, delegating, program development and task facilitation
- Knowledge of fundraising strategies and donor relations unique to nonprofit sector
- Ability to interface and engage diverse volunteer and donor groups
- Ability to maintain order in a chaotic environment, physically and emotionally. Must be able to be comfortable around grief and conversations that involve the effects of grief and its impact on our community.
- Previous experience in writing/securing grants
- Willingness to learn new information techniques to flexibly deal with changing demands
- Proficient in Microsoft Office, including Word, Excel, and PowerPoint

### **Compensation:**

This position is full time, compensated at a defined annual salary with vacation based on experience.