

Children and Family Urban Movement

Executive Director Job Description

9/27/2021

CFUM's Primary Purpose and Function:

CFUM is committed to creating a community that unlocks the potential of children, youth, and families through educational success, healthy living, and community engagement. This role is accountable for establishing CFUM as a premier leader in before and after school as well as summer academic enrichment programming. This is accomplished by leading the organization's campaign to build capacity and stability through fostering donor and community support and providing effective leadership to CFUM staff.

Essential Responsibilities: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Develop, implement, and lead the strategic campaign to achieve long-term financial sustainability and meet revenue objectives via multiple channels including grants, corporate giving, individual giving, religious organizations, community and civic organizations and special events.
- Build the donor and volunteer network and develop team members to support fundraising efforts.
- Recruit, train, develop and empower staff members to strengthen the effectiveness of the organization.
- Provide effective leadership to staff, service providers, volunteers, and donors.
- Cultivate & foster relationships with community leaders, neighborhood advocates, school administration, and press to further the mission of CFUM.
- Lead daily operations including budgeting, appropriate staffing, and programming execution.
- Ensure appropriate performance metrics are in place to assess and communicate program outcomes routinely.
- Provide Board of Directors with regular fiscal reporting as well as financial documents as requested.
- Assist board leadership with development of the Board, including identification, recruitment, training, and support of Board members.
- Represent CFUM in a professional, informed, and inspiring manner to all constituents. This includes presentations, meetings, electronic and written media.
- Identify and foster relationships to address food insecurity in the 50314 neighborhood.

Supervisory Responsibility: This position directly manages and leads staff in the following areas: programs, financial development, operations, and community engagement and in the absence of a lead in an area, will directly supervise team members in that area. Executive Director will be responsible for the performance management and hiring of the employees in these positions.

Position Type and Expected Hours of Work: This is a full-time position with some flexibility. Occasional evening and weekend work will be required as job duties demand.

Travel: This position requires up to 50% of travel within the local area and occasional long-distance travel.

Work Environment: This job operates in a professional office environment.

Physical Demands: While performing the duties of this job, the employee is regularly required to talk and hear. This position is active and may require standing, walking, bending, kneeling, stooping, crouching, crawling, and climbing. The employee may frequently need to lift and/or move items up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Education and Experience:

Required:

1. Bachelor's degree and at least five years of related work experience
2. Fundraising experience (major donors, annual campaigns, corporate donors, and special events)
3. A strong background in financial management, including budget preparation, cash flow management, and analysis of financial reports
4. Ability to work effectively and diplomatically with various members of the public, including donors, Board of Directors, staff, volunteers, professional organizations, community groups, government agencies, etc.
5. Ability to effectively communicate verbally with individuals in both large and small group settings
6. Ability to effectively lead staff members and work cooperatively as part of a team
7. Ability to work independently with self-discipline and self-motivation

Preferred:

1. Master's degree
2. Youth development experience
3. Certified Fund-Raising Executive (CFRE) certification

If you are interested in this incredible opportunity, please send a cover letter with salary requirements and resume to Sunnie Richer (sricher@newdoextra.com) and Heather McDermott (heathermcdermott5853@gmail.com)