



## **Family Connections of Northeast Ohio Executive Director Job Description**

### **Overview**

The Board of Directors of Family Connections of Northeast Ohio (Family Connections - FC) seeks a committed, visionary, and innovative leader to serve as its next executive director and to drive the mission, vision, and strategic plan of the organization in partnership with FC's Board of Directors, staff, and volunteers.

Founded in 1982 and merged into its current model in 2010, Family Connections strives to improve tomorrow's quality of life in the community by ensuring today's children are raised to be happy, healthy, and self-sufficient. Family Connections engages families with young children to nurture social connections, enhance child development, and improve school readiness through programming and partnerships.

### **Qualities of a Successful Candidate**

The next Executive Director of Family Connections must possess the following:

- Organization and systems operations expertise and commitment to excellence in executing organization plans and strategies
- Visionary leadership with the ability to share the mission of FC with the community
- Ability to develop and sustain meaningful relationships
- High ethical standards
- Desire and ability to partner with the Board of Directors and staff
- Dedication to building a financially sustainable organization
- Strong analytical and decision-making skills including the ability to make difficult decisions in an equitable manner
- Commitment to equitable practices and inclusivity in dealing with staff, clients, partners, and other stakeholders
- Adaptability
- Strong communication and interpersonal skills

### **Primary Responsibilities (In partnership with staff, contractors, Board, other volunteers):**

#### **Management**

- Oversee day-to-day operations of the organization
- Manage organization structure to meet evolving agency needs
- Develop and implement policies and procedures for effective operation of the agency
- Conduct ongoing performance management of staff to achieve desired outcomes
- Develop, support, and cultivate a talented and diverse workforce
- Serve as staff lead on strategy and planning

#### **Finance**

- Ensure the financial integrity of organization
- Develop and manage an organizational annual budget
- Monitor revenue and expenses and analyze the cost effectiveness of programs
- Manage finances of the organization according to nonprofit best practices
- Provide timely and accurate financial reports to the Board and to funding agencies

## Fund Development

- Develop short and long-range fundraising plans that address opportunities for growth and diversification of funding
- Oversee fund development efforts including implementation of new fundraising strategies and techniques
- Achieve funding goals in collaboration with Board Development Committee

## Board Engagement

- Work collaboratively with the Board on matters of governance, mission, policy, and planning
- Assign and provide staff resources to support Board committees and other functions
- Ensure that the Board is regularly informed and advised of all major developments and issues
- Assist with Board development and orientation and training of new Board members

## Program Development

- Conduct ongoing needs assessment of community and monitor best practices to ensure effective and innovative organizational programming
- Identify opportunities for program capacity building and expansion of services to meet changing needs in the community
- Monitor and evaluate all programs to ensure desired outcomes of organizational mission and strategic plan
- Oversee the planning, implementation, and execution of all programs

## Community Engagement and Collaboration

- Identify opportunities to partner with community organizations to meet the goals identified in the strategic plan
- Develop and nurture strategic external relationships with community partners
- Participate on community committees, Boards, and strategic partnerships
- Lead development and execution of marketing and communications to build visibility of Family Connections and its programs

## **QUALIFICATIONS**

### Required

- Passion for the FC mission
- Bachelor's degree or equivalent life and/or work experience
- Minimum of five years' work experience in community, early childhood development, education, human service, or social service agency with a preference for the non-profit sector including demonstrated experience managing staff
- Demonstrated experience with strategic fund development including grant writing and grants management
- Experience in non-profit administration including knowledge of direct service, supervision, budget management, long range planning, policy making, program management
- Strong written and oral communication skills
- Demonstrated cultural competency and understanding of challenges facing families and children in under-resourced communities
- Commitment to creating an inclusive workplace that celebrates the diversity of all employees and clients
- Knowledge of Cleveland's non-profit sector and education and social service providers

#### Preferred

- Master's degree in nonprofit management or a related field
- Certification in the Standards of Quality for Family Strengthening and Support, created by the National Family Support Network and now available through the Greater Cleveland Family Strengthening Network.
- Experience managing portfolio of multiple funders
- Knowledge of communications and marketing planning

#### Salary

- \$80,000 - \$90,000/annually commensurate with experience plus benefits

#### **TO APPLY**

Applicants must provide a cover letter that highlights your qualifications, a résumé, and three professional references. Please email to: [ltighe@janusmallassociates.com](mailto:ltighe@janusmallassociates.com) and put "Family Connections" in the subject line. While there is no application deadline, review of applications will begin during the week of January 24, 2022. Note: interested applicants must be willing to submit a background check as part of the evaluation process. For more detailed information about Family Connections, visit [familyconnections1.org](http://familyconnections1.org).

Family Connections is deeply committed to creating an inclusive workplace that celebrates the diversity of all of our employees. We respect the dignity and inherent rights of all individuals and are proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment regardless of race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status, or any other federal, state, or local protected class. We continuously focus on equitable hiring, training, promotional practices, and policies because our greatest strength is our team. Full COVID-19 vaccination required as a condition of employment. Reasonable accommodations will be considered.