



<https://erfcinc.org/job/executive-director/>

Executive Director

Description

Location: Enfield, CT

Salary: \$80,000 – \$85,000 a year

Job Type: Full-time

Benefits:

- Health insurance
- Paid time off
- Retirement plan

Schedule:

- Monday to Friday

Education:

- Bachelor's (Preferred)

Experience:

- Senior Management or Nonprofit Leadership: 5 years (Preferred)

Work Location:

- One location

Work Remotely:

- No

Overview

Harvest Development Group, a national consulting firm for nonprofit organizations, is managing the recruitment of this position on behalf of Educational Resources for Children (ERfC), a nonprofit organization.

This full-time position is located on site in Enfield, CT. The salary for the position is low to mid \$80K, commensurate with skill and experience. The benefits package includes paid time off, health insurance (medical), and a pension plan.

Qualifications

Attributes:

- Inspires and motivates internal and external stakeholders to support the

Hiring organization

Educational Resources for Children, Inc.

Employment Type

Full-time

Job Location

174 South Road, 06082, Enfield, CT

Working Hours

Monday to Friday

Date posted

June 10, 2021

mission, strategic plan, and goals

- Conceptualizes, plans, and executes plans in support of the mission and strategic plan
- Demonstrates ability to work and collaborate with a diverse group of constituents
- Leads by example and inspires staff

Requirements:

Vision and Strategic Leadership

- Ensure the mission and vision are articulated and shared with a wide range of stakeholders in the educational, community, and public sectors
- Collaborate closely with the Board and Staff to continually refine and execute a vision and plan of action for increased impact, long term growth and sustainability
- Build collaboration with local and state entities, representatives and school boards
- Execute the organization's strategic plan

Organizational Management, Financial Management, Planning

- Manage the monthly, quarterly and annual budget and financial reports
- Monitor financial reporting including and not limited to cash flow and budget forecasting
- Monitor official records and documents to ensure compliance with federal, state and local regulations
- Evaluate programming to assess profitability and scalability
- Assess and manage the infrastructure, facilities and programming for efficiencies in collaboration with staff
- Support program teams in navigating relationships with complex partners/funders, and state & local governments

External Community Engagement and Fund Development

- Deepen and widen existing community partnerships and cultivate new relationships to further enhance the organization's image in the community
- Engage with local and state government for legislation and policies that support the organization
- Develop and implement a robust fund development plan
- Direct grant opportunities, including grant writing, grant submission, and evaluation process

- Cultivate and steward individual, corporate, and foundation donors

Culture and Staff Relations

- Inspire and motivate a highly skilled, diverse, and committed team of staff
- Promote a culture that attracts, retains, and motivates a diverse staff of professional and highly qualified professionals
- Supervise, mentor, and coach a staff of 11
- Collaborate with staff as a knowledgeable part of problem-solving team
- Encourage staff development and assists staff in relating their specialized work throughout the organization
- Ensure inclusive, transparent, and regular communications both internally and externally
- Communicate expectations with staff, establishing metrics and plans in support of the strategic plan
- Build, motivate, and develop staff and are an effective leader within a cross-functional team setting.
- Develop and grow team members and manage to high levels of performance.
- Serve as a role model and effective coach for other managers and staff

· Collaboration with Board of Directors

- Develop and present recommendations for annual business plans and budgets
- Advance the strategic plan for the organization in support of ERfC's mission
- Provide regular updates on operational, program, and financial performance and outcomes
- Work closely with the Board to ensure compliance with bylaws, policies, and directives
- Partner with the Board leadership to continually strengthen governance practices and build a diverse Board of Directors

Requirements:

- Minimum of Bachelor's degree; advanced degree desirable
- Five years of successful senior-level management experience, preferably in the nonprofit sector
- Demonstrated experience and results in developing, implementing and monitoring strategic, operational, financial, and fund development plans
- Demonstrated experience in building and managing diversified teams,

creating coalitions with existing and new partnerships

- Financial and operational management in a public or nonprofit agency or program, and grant management

Desired:

- Prior experience as an Nonprofit Executive Director
- Experience in working with local and state government and agencies
- Experience in an educational environment, as a leader or program manager
- Experience with program evaluation and outcomes

The successful candidate will be required to consent to a background check.

To Apply

To Apply: <https://www.indeed.com/job/nonprofit-executive-director-07c14ecc05015e4c>

No direct inquiries, please, to ERfC, members of their staff, or Board of Directors.

Please submit your resume and a cover letter (one page maximum) describing your interest and how your background and skills align with the position requirements.

About ERfC

About the Organization

ERfC, in its 27th year of serving school age children in Enfield, CT, started in a church basement with 15 program participants. Since 1994, ERfC's, the region's premier choice for out-of-school-time (OST) activities, remained focused on its mission to ensure all children are provided opportunities to learn, explore interests, and develop friendships in a fun, safe and encouraging environment. Over the years, their programs have expanded to eight Before and After School programs, Summer Escape Camp, Sports Clinics, Summer Lunch Bunch, and Afterschool Adventures. They successfully transitioned many of their programs to accommodate remote learning in 2020/21.

To accomplish their mission and keeping true to their values, ERfC collaborates with communities, schools and families to develop resilient children. Through innovative community collaborations, they help students, grades K-8 learn, reach their goals and contribute to their communities by providing quality OST programs.

ERfC seeks an Executive Director who will lead and expand the organization's mission and geographic footprint. The ideal candidate will be outward facing to the community, cultivate existing relationships and partnerships, and develop new opportunities to expand its successful programs and impact on children.

The ideal candidate will be a seasoned strategic and collaborative leader with ERfC staff, its Board of Directors, and external partners and constituents, leading a staff of 11 and summer seasonal staff.