

to champion the organization, scale its impact, and deepen its role for all who benefit from its programs.

2. **Expand philanthropic revenue** by securing new and sustainable funding opportunities while maintaining existing family, corporate and foundation support. Attract even greater support from individuals and families, and create a more sustainable funding base through expanded leadership and major giving programs.

Responsibilities:

Strategic and Operational Planning

- Facilitate the development and implementation of a strategic vision for the organization and plans that ensure achievement of its mission and vision.
- Lead a collaborative process with the Board of Directors and staff in developing goals, objectives and operational plans for DCH.
- In partnership with the Board of Directors, recruits, onboards, manages and inspires board member engagement to support achievement of the organization's goals.
- Manage all activities related to supporting effective engagement of the Board of Directors, including staffing for all Board and Committee meetings, meeting schedules, locations, development of agenda and meeting materials. Leverage the contributions of time, financial and other resources to ensure all board members support the organization at the extent of their capacity.
- Communicates effectively with board leadership to help inform key business decisions.
- Spearhead the development, communication and implementation of effective growth strategies including the development and execution of new revenue-generating programs and fundraising initiatives that align with the organization's mission.
- Create and implement organizational and administrative policies that ensure efficient use of resources, high-quality programs, and overall operational effectiveness.
- Prepare and manage the annual budget and other necessary financial documents. Lead budgetary reporting, review and approval process.
- Supervise the efficient and effective day-to-day operations at DCH.

Fund Development and Revenue Generation

- Lead the implementation of a comprehensive, multi-year development plan to significantly expand earned income, government and philanthropic resources for DCH.
- Cultivate and steward individual, corporate and foundation prospects and donor relationships. Identify and lead the pursuit of new funding sources, review grant requests and reports, and manage all cultivation and fundraising events. Inspire new levels of donor generosity through direct solicitation and engagement of past donors and first-time contributors.
- Maximize board participation to identify, introduce, engage, and solicit prospects and donors in order to diversify and build extensive donor support and sustainable resources.
- Encourage volunteer engagement and participation in third party events that benefit the organization.

Fiscal and Administrative Management

- Lead, motivate, and develop staff and board so that they are passionate, well-versed ambassadors for the DCH and are committed to working effectively toward continual improvement.
- Ensure the organization has appropriate staff with relevant skills for the needs of the position through activities including hiring, ongoing staff development, performance management, compensation and benefits.
- Develop and maintain annual budgets ensuring fiscal soundness and appropriate levels of cash flow.
- Approve expenditures within the authority delegated by the Board.
- Maintain official records and documents, and ensure compliance with federal, state and local regulations.
- Assist in the preparation of audit materials and review draft financials and IRS Form 990 for Board approval.

Public Relations/Advocacy

- Establish good working relationships and collaborative arrangements with local community groups, town government officials, individual and corporate donors, and other organizations.
- Represent DCH at fundraising/community events/meetings to enhance the organization's community profile and support important local initiatives.
- Represent DCH in all media relations by participating in interviews and other media type engagements.
- As DCH's leader, maintain an active positive, and professional presence on social media.

MINIMUM QUALIFICATIONS AND SKILLS

The ideal candidate for the Executive Director's role is a proven community leader with a track record of successfully leading an organization to achieve new levels of scale and impact. The ideal candidate embraces servant-leadership, leverages the unique talents of staff and volunteers, empowers and inspires staff excellence, and have a proven track record of revenue generation. Qualified candidates should bring:

- 5+ years of senior management experience
- 10 + years of leadership experience
- 5 + years of fundraising experience
- Advanced degree from an accredited institution or comparable experience

Qualifications:

- Brings a track record of effective leadership and proven results scaling a performance- and outcomes-based organization and staff.
- Demonstrates strong relationship-building skills, with a proven track record of earned income and philanthropic revenue generation.

- Serves as a strong community advocate and public relations leader; engage a wide range of stakeholders to leverage philanthropic and earned income support.
- Excels with outstanding organizational management skills with demonstrated ability to coach staff, manage and develop high-performance teams, set and achieve strategic objectives, and manage a budget.
- Brings past success working with a Board of Directors or similar entity with the ability to cultivate existing board member relationships.
- Excels as a high-level strategic thinker and planner complemented, featuring excellent listening skills; has the ability to envision and convey the organization's strategic future to the staff, board, volunteers, donors and community partners.
- Excels at planning, delegating, program development and task facilitation.
- Brings a track record of strong written and verbal communication skills and is a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills.
- Is action-oriented, entrepreneurial, adaptable, and innovative approach to business planning.
- Brings passion, idealism, integrity, positive attitude, mission-driven, self-directed, and strong work ethic.
- Enjoys working with a diverse group of people in different settings.

Salary and Benefits

The salary and benefits will be competitive and commensurate with experience.

Commitment to Diversity

DCH is an equal opportunity employer who strives to create an atmosphere where diversity of identity, experience, and background are welcomed, valued, and supported. DCH is committed to considering candidates for employment opportunities without regard to race, color, religion, sex, national origin, age, veteran status, sexual orientation, disability and any other status protected under applicable law, and provides reasonable accommodation to qualified individuals with disabilities. All decisions affecting employment at DCH are made based on qualification, performance and other pertinent work-related factors.

To Apply:

Interested individuals should email their cover letter, resume and compensation requirements to chuckgordon1979@gmail.com.

The Dedham Community House is an equal opportunity employer and is committed to a culturally diverse workplace.

This job description highlights the general nature of the work likely to be performed by DCH's Executive Director. Duties may vary.