



Executive Director

ABCD, a human service agency with a 50-year history of dedication, innovation, and excellence in fighting the War on Poverty seeks a new leader with a proven history in organizational management and a deep passion for our anti-poverty mission. To continue our agency's trajectory of operational excellence, our new Executive Director must be action-oriented, entrepreneurial, adaptable and innovative with a commitment to sound business practices and inter-/intra-agency collaboration. S/he brings strong written and verbal communications skills and the ability to coach and manage a high performance team and support a dedicated Board of Directors. Successful candidates hold an advanced degree, ideally an MBA or MPA, with at least 8 years of senior management experience. S/he has an established a track record of effectively leading a regional or state-level organization and developing and implementing operational strategies to lead an organization to its next stage of growth. ABCD has a budget of approximately \$30 million and 567 staff. We offer competitive wages and excellent benefits. Submit cover letter and resume before July 15, 2018 to:

to: sueb55513@gmail.com

Equal Opportunity Employment through Affirmative Action

ACTION FOR BRIDGEPORT COMMUNITY DEVELOPMENT, INC. (ABCD)

JOB DESCRIPTION

JOB TITLE: Executive Director **REPORTS TO:** Board of Directors

DEPT: Administration **FLSA:** Exempt

JOB SUMMARY: ABCD is seeking an experienced leader with experience in the nonprofit field to build upon past successes by taking the organization to new levels of performance. The Executive Director will report to the ABCD Board of Directors and is responsible for managing the operations and finances of ABCD, representing ABCD to stakeholders – local, state, federal, and national –, and engaging the Board of Directors in the work of ABCD. The ideal candidate will have a passionate commitment to ending poverty as demonstrated by their experience and education.

ESSENTIAL FUNCTIONS:

1. Ensures ongoing local programmatic and community outreach excellence, rigorous program evaluation, and consistent quality of finance and administration, fundraising, communications, and human resources systems; and recommends timelines and resources needed to achieve strategic goals.
2. Leads, coaches, develops, and retains a high performing senior leadership team.
3. Expands local revenue generating and fundraising activities to support existing program operations and create innovative strategies to addressing poverty in the ABCD catchment area.
4. Ensures that all implemented activities are in accordance with Board of Directors policies and strategic planning initiatives
5. Monitors and evaluates the agency's effectiveness and efficiency in achieving strategic goals and establishes a schedule for reporting these finding to the Board of Directors in a timely basis.
6. Assists the Board of Directors in developing and implementing a strategic planning and results oriented management process.
7. Oversees and participates in the gathering, analyzing, and presenting of information for the Board of Director's use in making decisions.
8. Ensures the financial integrity and sound fiscal management of the agency.
9. Recommends new directions that need to be considered. Identifies gaps in existing programs and recommends ways to fill those gaps.
10. Accepts accountability for all financial, personnel, and administrative management activity, including but not limited to:
 - a) Modifications in budgeting, insuring that all funds are employed in accordance with funding sources and that disbursement are properly accounted for; Plan for the use and upkeep of all property, building, and equipment owned or borrowed by ABCD, Inc.
 - b) Consults with and advises program directors about administrative, supervisory, and program problems.
 - c) Ensures development of and supervises systems for personnel, fiscal, purchasing and other functions to ensure integrity in the use of funds.
 - d) Ensures that all programs are administered in accordance with Federal, State, and Local laws.
11. Develops and sustains good working relationships with other community groups and agencies, including public, private, state, and national stakeholders.
12. Performs other agency responsibilities as determined by the Board of Directors or funding sources.

EDUCATION, EXPERIENCE, AND SKILLS REQUIRED

- A Master's Degree in Business Administration or a related field of study plus eight years successful work experience at the Executive management level in the human services area; or
- A Bachelor's Degree in Business Administration or related field of study plus ten years successful work experience at senior or supervisory management level in the human service/nonprofit area.
- Must have good communication skills including oral, written, and listening, and be prepared to engage in public speaking before large or small groups to convey the ABCD, Inc. image favorably.
- Demonstrated record of successful advocacy efforts.
- Experience working in a collaborative manner both internally and externally.
- Ability to create and nurture a culture of innovation and the willingness to embrace and lead change.
- Must be a visionary who demonstrates commitment to the mission of ABCD and its anti-poverty work and can serve as an emissary to the community.
- Action oriented, entrepreneurial, adaptable, and innovative approach to business planning.
- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed.
- Must have experience successfully developing leaders and teams.
- Must have the ability to relate to individuals and groups with diverse backgrounds and experiences.
- Skilled leader with experience as a Manager of Development or have played a major role in a successful development program.
- Must be knowledgeable about and have demonstrated experience seeking federal, state, local and private funding and must be familiar with budgeting and with the application process for such funding.
- Must be familiar with current and pending developments across the whole field of Community Action Programs and be qualified to articulate their underlying aims.
- Must have accounting skills to direct the establishment and implementation of policies and procedures for financial control, ensure that all expenditures are within budgetary guidelines, and experience with Federal grant management standards and requirements.
- Strong computer skills required. Must be able to navigate and work with a variety of programs.

AN EQUAL OPPORTUNITY EMPLOYER-THROUGH AFFIRMATIVE ACTION