



January 30, 2019

The Center for Reconciliation (CFR) is entering a new phase of our existence and is seeking an experienced Executive Director to lead us in this transition. We are writing to ask for your help in identifying candidates.

We need the skills of a professional manager with fundraising experience who can oversee our organization as our Executive Director.

Attached is a summary description of the work of the CFR and the responsibilities of the position. For more information about our past, current and future programs, please visit our website: <http://cfri.org/>.

Please forward this to anyone who you think might be attracted to this vital work and ask them to send a cover letter, resume and three references to [hr@cfri.org](mailto:hr@cfri.org). The closing date to receive applications is February 22, 2019.

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The Work of the Center for Reconciliation

The mission of the Center for Reconciliation (the "CFR") is to foster inter-racial reconciliation through programs that engage, educate and inspire. The Center is dedicated to building equitable and respectful relationships among people of all races. The work of the CFR is focused on three primary activities:

- Educating people about the history of slavery, the slave trade, racism, systemic injustice, and their current implications;
- Equipping people to process and constructively discuss race and prejudice, and
- Engaging in the practice of racial reconciliation to build a more just society.

The Responsibilities of the Executive Director

The initial responsibilities of the Executive Director will be to work closely with The Board of Directors of the CFR to design and implement robust fund development strategies and work with our staff to

strengthen our programs. Since this is a new position with an emerging organization, we envision these functions being developed over the first three years.

**Leadership & Management:** Work with the Board and staff to ensure ongoing programmatic excellence, program evaluation, and consistent quality of finance and administration, fundraising, communications, and systems; recommend timelines and resources needed to achieve the strategic goals.

**Development:** Work with Board and staff to create a development plan, including an annual appeal; launch unique fundraising campaigns and events; prepare program grants, apply for corporate sponsorships and other funding opportunities.

**Connection with the Episcopal Church:** Work with the Board and staff to maintain a close relationship with the Episcopal Diocese of Rhode Island and its congregations; they were our founders and continue to provide financial and moral support for the work of the CFR.

**Hours and Compensation:** Initially, this is a part-time position that is ideally suited for someone at midcareer, has the requisite skills and experience needed and is passionate about this work. Or, it might work well for an "early career individual" with a lot of passion for the mission who is willing to learn on the job.

We envision this position will become full-time and commensurate compensation provided predicated on the successful implementation of fundraising and grant proposal initiatives arising from an expanded staff and program offerings.

In summary, the successful candidate for Executive Director must be thoroughly committed to the Center for Reconciliation's mission. Candidates should be highly entrepreneurial, self-directed and have proven leadership, coaching, fundraising and relationship management experience. Ideally, the candidate will have experience helping a similar organization make the transition from a start-up operation to a fully functional nonprofit.