



## **Position Profile: Executive Director**

Connecting for Children and Families (CCF) is currently seeking an Executive Director who will lead the strategic direction for CCF's future, working in partnership with Board, staff, members and community partners to help break the cycle of poverty and to build on our progress---generation after generation.

With a passion for CCF's critically important work to help underserved families, the Executive Director will build upon the legacy of CCF, a well-respected, trusted provider and champion of high quality, early childhood programs, afterschool and summer enrichment for Woonsocket students, and financial stability initiatives. They will manage a budget of \$3.5 million, a staff of over 50 and serve over 4,000 children and families every year. The Executive Director reports directly to the Board of Directors, a dynamic group of strategic, highly engaged community, private and public sector leaders.

### **About CCF**

Established in 1995, as part of The Rhode Island Foundation Children's Initiative, CCF is a community-based, non-profit 501(c)(3) organization dedicated to its mission, transforming the lives of Woonsocket children through high quality educational opportunities and family support. A membership organization of parents, community leaders, service providers and business representatives, CCF continues to be a leader in Woonsocket on child and family issues. CCF provides support from the time parents are expecting a child, until the time that child graduates from high school and beyond offering a wide-range of family support initiatives, educational programs and social services for inner-city children and their families, including our Center for Financial Success and Workforce Development Programs, reaching neighboring RI cities and towns.

CCF works closely with government, private and public organizations locally and statewide to coordinate programs and design new initiatives to realize our shared vision for Woonsocket's children. CCF's leaders are prudent financial managers with a secure and diverse base of revenues, including fee for service, public and private grants and contracts, and growing philanthropic support.

For more information about CCF visit <https://ccfcenter.org/>

## **Position Summary**

The Executive Director is responsible for overseeing the administration, programs and strategic plan of the organization. They will ensure financial sustainability through grants acquisition, direct fundraising, marketing, and community outreach and manage the organization's resources. The Executive Director will guide the growth of the organization and further the mission by building relationships throughout the community and with CCF's partners.

## **Key Duties and Responsibilities**

***Mission and Organization Strategy:*** Works with the board and staff to ensure that the mission is fulfilled through strategic planning, program development and implementation, and community outreach.

***The Voice of CCF:*** Works closely with other professional, civic and private organizations; is active and visible in the community and the state; serves as the chief advocate, champion and spokesperson for CCF to the media, constituents and the general public.

***Public/Private Partnerships:*** Establishes and maintains relationships with many diverse organizations throughout the state to strategically enhance CCF's mission and collaborates on matters beneficial to children and families.

***Financial Performance and Viability:*** Ensures the fiscal integrity of the organization to ensure maximum resource utilization.

***Fund Development/Fundraising:*** Raises funds, directs events, manages the grant writing process and develops resources to support CCF's mission.

***Organizational Leadership:*** Creates an inclusive, team-based organizational culture built on our shared values that all people deserve fairness, impartiality, justice, opportunity, and full access to our services aligned with the organization's mission. Recruits, leads, develops, mentors and motivates a diverse staff ensuring everyone is connected to the organization's mission, vision, and shared values.

***Operational Management:*** Oversees and implements appropriate resources to ensure that the operations of the organization are run efficiently. Enforces employment, operational and administrative procedures to ensure effective operations. Executes all contracts, notes and agreements on behalf of the organization.

***Board Relations:*** Works closely with the board to fulfill the organization's mission. Develops collaborative relationships with the Board of Directors providing proactive communications, support to committees and leadership in the strategic planning process.

***Community Involvement:*** Represents CCF on external boards and committees including the Rhode Island Afterschool Network (RIAN) Executive Committee, the Child Opportunity Zone (COZ) Statewide Network, and the Out of School Time Learning Commission.

## **Experience and Education**

The Executive Director will have several years of senior level leadership experience that includes working with children and families in urban settings. Experience working in a non-profit organization managing grants and reporting to a board of directors is preferred.

- Bachelor's degree required. Master's degree or equivalent experience preferred.
- Experience in childcare centers, after school programs or social services preferred.
- Experience creating a diverse, team-based work environment in collaboration with staff.
- Track record of building and leveraging relationships within and among a diverse group of stakeholders, such as community, government, non-profits and businesses is highly desirable.
- Fiscal management experience required.
- Public policy experience required.
- Fundraising public and private funds, including grant management preferred.
- Bilingual in Spanish a plus.

## **Key Qualities**

Our preferred candidate is a collaborator who will build and strengthen relationships among all stakeholders. This individual will be able to engage board members, staff, members, volunteers, donors, funders, partners, public officials and the community around CCF's mission and commitment to children and families. They should possess the following attributes:

- Is a champion for children; able to advocate for those that are underserved and build and implement programming to help support their development.
- The ability to convey a vision of CCF's strategic future to staff, board, volunteers, donors and other stakeholders. Can inspire and create excitement around the mission, move it forward and engage others to get involved.
- An inclusive leader, who is committed to diversity, equity, inclusion, racial and social justice.
- Humble, respectful, empathetic and approachable in style.
- A true delegator who will empower staff to reach their potential.
- Excellent oral, listening and written communication skills.

- Transparent in their actions; personal integrity, honesty, and respect for others as demonstrated throughout their career.
- Uses sound judgement in decision-making.
- Strong organizational skills.
- Comfortable with public speaking, facilitating and presenting to groups.
- Strong financial management, budgeting and business planning skills.
- Ability to raise funds and develop funding sources.
- Familiar and proficient with technology to ensure efficiencies.

### **Contact**

This is an exciting opportunity for a values-based leader who is truly committed to making a positive contribution to the community. Compensation will be commensurate with experience and qualifications. Minimum starting salary is \$100,000/annually.

CCF is an equal opportunity employer and fully committed to a culturally diverse staff to better serve our community. People of color, women, LGBTQ candidates, and people of diverse backgrounds are strongly encouraged to apply.

Candidates should submit a resume and cover letter describing their interest in this position, references, and salary requirements to:

Cynthia Butler, SPHR, SHRM-SCP  
Butler & Associates Human Resources Consulting  
[cjbutlerhr@gmail.com](mailto:cjbutlerhr@gmail.com)