



GROWING TOGETHER JOB DESCRIPTION

TITLE: Executive Director

DIVISION: OPERATIONS

DATE: JUNE 2023

STATUS: SALARIED/EXEMPT

JOB SUMMARY:

Reporting directly to the Board of Directors, the Executive Director will have overall strategic and operational responsibility for Growing Together's staff, programs, expansion, and execution of its mission. They will possess deep knowledge of the field, core programs, operations, and business plans. Additionally, in alignment with the ethos of the organization, the Executive Director will possess a perspective of being solutions-focused and community-driven and will endeavor to use their position to elevate the voices of the communities in which Growing Together serves.

RESPONSIBILITIES/ESSENTIAL FUNCTIONS:

Core Values

The Executive Director will embody, promote and operate in line with Growing Together's core values:

1. Developing strong, trusting relationships (both internal and external)
2. Empowering people
3. Being proximate to those we serve

Leadership & Management

- Adopt and drive innovation as a practice and culture within the organization
- Ensure a productive, trusting and effective leadership team and culture of effectiveness
- Build and maintain strong relationships throughout the organization; exceptional relationship-builder
- Ensure that Growing Together is a child-centered organization and that is focused on results for our children
- Ensure the development and advancement of outcomes and the management of data to assess our impact
- Develop and maintain key partnerships with external community leaders, organizations, stakeholders and funders to advance the vision and mission of Growing Together and the neighborhoods they serve

Fundraising & Communications

- Serve as the primary liaison for the Board of Directors to demonstrate the financial & organizational health of the organization, the organization's impact and ensure the voice of the families served

- Develop and maintain relationships with all key funders, reporting consistently the progress of the work of the organization
- Consistently and effectively communicate publicly the work and success of the organization towards its mission
- Effective fundraiser, ensuring that the flow of funds permits Growing Together to make continuous progress towards the achievement of its mission and that those funds are allocated properly to reflect present needs and future potential
- Ensure the formulation and execution of comprehensive marketing, branding and development strategies that will ensure consistency throughout the organization and enhance revenue from major donors, foundations, government agencies, contracts for service and corporations
- Ensure a diversification of funding streams to maintain the stability and sustainability of the organization

Planning & New Business

- Ensure the development and implementation of an organizational strategic plan that is deeply informed by the community(ies) served
- Be deeply familiar with the landscape of innovation and development both nationally and locally and analyze the implications of these developments in their relevance to advancing the mission of Growing Together

Firm Building

- Ensure and monitor strong financial health of the organization
- Ensure the creation and updating of an organizational strategic plan and effectively communicate and ensuring adoption of this plan throughout the organization
- Ensure the regular monitoring and communication of the organization's impact at least annually
- Ensure a strong working culture
- Be publicly visible with our partners, community and funders representing ensuring consistent communication and relationships necessary to accomplish and sustain the work of the organization
- Drive the inclusion and diversity of voices and perspectives

REQUIRED EDUCATION, EXPERIENCE AND PERSONAL TRAITS:

- Bachelor's Degree in Business, Economics, Industrial/Organizational Psychology, Public Administration, or related field from an accredited college or university unless approved by Executive Director. Master's degree preferred.
- 10 years minimum related work experience in non-profit and/or community-based organizations
- Track recording delivering superior results, commanding respect, and assuming leadership roles
- Success in roles requiring execution of multiple tasks while responding to multiple priorities
- Proven ability to work efficiently, flexibility, and good humor
- Demonstrated ability to build and maintain relationships with a wide array of people – junior and senior, for-profit and non-profit, and from diverse backgrounds
- Operates with excellence in mind for all matters, with the confidence to defend/debate ideas without ego interfering

- Outstanding communication and interpersonal skills are essential
- Passionate about Growing Together's mission and impact
- Ability to exercise tact and diplomacy in organizational settings
- Self-starter, self-disciplined
- Spark, imagination, creativity
- Remain focused in the face of pressure, delivers against timelines, not intimidated by tasks/time limitations
- Must have experience working with vulnerable populations
- Current or former resident of a Growing Together target neighborhood preferred
- Bilingual/bicultural Spanish/English highly preferred

ESSENTIAL PHYSICAL AND MENTAL REQUIREMENTS:

Employee is subject to standing, stooping, walking, lifting, and carrying objects throughout daily job performance. Work is a normal office environment. Intermittent effort involving lifting of amounts between 5 and 25 pounds required. Work requires high attention to detail and deadlines between 50% and 75% of the time. Driving is required intermittent.