



JOB DESCRIPTION: Executive Director

ABOUT THE CHELSEA COLLABORATIVE

The Chelsea Collaborative is dedicated to empowering Chelsea residents to address persistent issues of inequity that negatively impact their lives and can be devastating for those most vulnerable among us - children, immigrants, and refugees. We uphold and enact the values our country was founded on, offering sanctuary, fellowship, and opportunities to thrive for all members of our community. We offer an array of programs and services to meet the basic needs of Chelsea residents, foster leadership and citizenship among newcomers, develop the next generation of leaders, respond effectively to crises, and create systemic change that increases equity and justice for years to come.

POSITION SUMMARY

The Executive Director is responsible for overseeing the administration, management, and operations of the Chelsea Collaborative. This includes implementation of the organization's strategic plan to achieve the established goals and outcomes of the organization and for our community. Other key duties include, but may not be limited to, fundraising, marketing, and community outreach. This key position reports directly to the Board of Directors and will work closely with Staff, Community Members and the Board of Directors in continuing to develop and implement the vision and strategic plan guiding the organization. One of the core responsibility of the Chelsea Collaborative Executive Director is to understand the need of Chelsea immigrant communities and to connect their stories, challenges and assets to improve their lives.

RESPONSIBILITIES

Leadership and Board Governance – The Executive Director:

- Communicates effectively in partnership with the Board of Directors and provides, in a timely manner, all information necessary for the proper functioning of the Board in decision making responsibilities
- Identifies/assesses/informs the Board of Directors of internal and external issues that affect the organization
- Acts as a professional advisor to the Board of Director on all aspects of the organization's activities
- Fosters effective team work between the Board and staff
- Acts as a spokesperson for the organization

- Conducts official correspondence on behalf of the Board as appropriate and jointly with the Board when appropriate
- Represents the organization at community activities to enhance the organization's community profile

Operational Planning and Management – The Executive Director:

- Is accountable for the organization's Strategic Plan to ensure the organization can successfully fulfill its mission into the future
- Is accountable for the enhancement of the organization's image by being active and visible in the community working closely and collaboratively with other professionals, civic and private organizations
- Is accountable for the efficient and effective day-to-day operation of the organization
- Develops an operational plan which incorporates goals and objectives that work towards the success in reaching strategic direction of the organization
- Ensures that the operation of the organization meets the expectations of its members, Board, Funders and Community within the mission of the organization
- Drafts policies for the approval of the Board and prepares procedures to implement the organizational policies; reviews existing policies on an annual basis and recommends changes to the Board as appropriate
- Ensures that personnel, client, donor and volunteer files/information are securely stored and privacy/confidentiality is maintained prior to each Board meeting
- Provides support to the Board by preparing meeting agenda and supporting materials

Program Planning and Management - The Executive Director:

- Is accountable for the planning/implementation/execution/valuation of the organization's programs and services and the ability to adapt them when external environments change
- Ensures that programs and services offered by the organization contribute to the organization's mission and reflect the priorities of the Board and community mission
- Monitors the day-to-day delivery of the programs and services of the organization to maintain or improve quality
- Oversees the planning/implementation/execution/evaluation of special projects

Human Resources Planning and Management - The Executive Director:

- Establishes a positive/healthy/safe work environment in accordance with all appropriate legislation and regulations
- Recruits/interviews/selects staff that have professional/technical/personal abilities to help further the organization's mission
- Ensures that all staff receives an orientation to the organization and that appropriate training is provided
- Oversees the implementation of the human resources policies, procedures and practices including the development of job description for all staff
- Determines staffing requirements for organizational management and program delivery
- Implements a performance management process for all staff which includes monitoring

the performance of staff on an on-going basis and conducting an annual performance review

- Coaches and mentors staff as appropriate to improve performance and offers further training when necessary
- Disciplines staff when necessary using appropriate techniques; releases staff when necessary using appropriate and legally defensible procedures.

Community Relations/Advocacy - The Executive Director:

- Communicates with stakeholders to keep them informed of the work of the organization and to identify changes in the community served by the organization
- Establishes good working relationships and collaborative arrangements with community groups, funders, politicians, and other organizations to help achieve the goals of the organization
- In collaboration with the fundraising team develop a marketing plan that elevates the organization's community profile and which aides in the recruitment of additional community members, volunteers, and donors, and increased financial support

Financial Planning and Management - The Executive Director:

- Accountable for the fiscal management that operates within the approved budget, ensures maximum resources utilization and maintains the organizations positive financial position
- Sets funding targets and ensures that the organization has an adequate and sufficiently diverse base of funders.
- Works with staff and the Board (Finance Committee) to prepare a comprehensive budget
- Works with the Board to secure adequate funding for the operation of the organization to support of the organizations mission
- Researches funding sources and oversees the development of annual fundraising plan, implements the plan
- Writes grants in conjunction with other staff to include contracts and other funding proposals
- Participates in fundraising activities and assures the expenditures within the authority delegated by the Board
- Ensures that sound bookkeeping and accounting procedures are followed
- Administers the funds of the organization per the approved budget, tracking the monthly cash flow and providing monthly fiscal oversight of revenue over expense
- Provides the Board with comprehensive, regular reports on the revenues and expenditure of the organization
- Ensures that the organization complies with all legislation covering taxation and withholding payments
- Prepares for audits ensuring that all necessary documents are organized and provided in a timely manner

Risk Management - The Executive Director:

- Identifies and evaluates the risks to the organization's clients, staff, management, volunteers, property, finances, goodwill, and image and implements measures to control risks, to include oversight and review of all insurance policies
- Ensures that the Board, staff and the organization carry appropriate and adequate insurance coverage
- Ensures that the Board and staff understand the terms, conditions and limitations of the insurance coverage

QUALIFICATIONS, SKILLS AND ABILITIES

- Chelsea resident preferred
- Fully bilingual (Spanish/English) required
- Excellent verbal, written, analytical, computer, and presentation skills
- Comprehensive understanding of diversity issues, conflict resolution, problem solving, social justice organizing and negotiation skills.
- Proficient in Microsoft office, Powerpoint, Excel and Social Media Technology
- Ability to travel and work evenings and weekends as needed to fulfill job responsibilities. Proven experience working with a diverse population including but not limited to LGBT, multicultural, multilingual and non-traditional. Demonstrated cross-cultural sensitivity and ability to build respectful relationships with colleagues from different cultural, linguistic, and educational backgrounds

EDUCATION

- Masters in Social Work or related field preferred
- Certification in Management of nonprofits preferred

EXPERIENCE

- **Minimum** of five years of successful progressive management in the non-profit sector or social service organizations required
- Proven track record of demonstrated commitment to promoting social justice and equity required

WORKING CONDITIONS

The Executive Director will work in an office environment; however, the mission of the organization may require nonstandard workplaces. The Executive Director will work a standard work week, additionally, without additional compensation as an exempt employee, will be required to work some evening, weekends, and overtime hours to accommodate activities such as Board meetings and representing the organization at public events.

Send Resume to:

executivesearch@chelseacollab.org

Chelsea Collaborative is an Equal Opportunity Employer.