



## **EXECUTIVE SEARCH – EXECUTIVE DIRECTOR**

### **ABOUT THE WAVERLY COMMUNITY HOUSE**

#### **Mission**

The mission of the Waverly Community House is to enrich the lives of individuals and families in the region by fostering educational, recreational, and cultural opportunities.

#### **History**

Margaretta E. Belin, as a memorial to her husband, Henry Belin, Jr., created The Waverly Community House, fondly called “the Comm”, after his death in 1917. The cornerstone was laid on July 26, 1919, and on June 4, 1920, the building and a portion of the land were deeded to Abington Township for the benefit of “any and all residents of the Township.” In 1926, Margaretta E. Belin began a Trust Fund, which benefits the Community House today. When Margaretta E. Belin died in 1927, her children enlarged the Community House in her memory by adding two wings and increasing the auditorium space. The remainder of the square was acquired and conveyed to the Township in 1927 and 1930.

The Waverly Community House, Inc., was incorporated as a Pennsylvania not-for-profit corporation in 1981. The Articles of Incorporation state the Community House was organized for the charitable and educational purposes of providing educational, recreational, cultural and social opportunities to community members and promoting a sense of friendship and fellowship, thereby enriching the lives of all individuals in the vicinity.

### **EXECUTIVE DIRECTOR**

The Board of Directors is seeking an Executive Director that will provide organizational leadership, assuring that human and financial resources are in place to fulfill the mission of Waverly Community House. The Executive Director will represent the organization with stakeholders and the community at large and provide support to the Board of Directors to promote healthy governance.

The Executive Director will be responsible for the following:

#### **BOARD OF DIRECTORS AND COMMUNITY RELATIONS**

- In collaboration with the Board of Directors, the Executive Director will set and implement the organization’s strategic plan while ensuring program and fiscal accountability.
- Provide direct oversight, leadership, and foster a collaborative relationship with the Board of Directors.
- Engage and participate in Board committees.



- Keep the Board President and the Board of Directors fully informed as to the condition of the organization.
- Responsible for the financial, operational, administrative, legal aspects, and long-term strategic management of the organization. This includes sound management of all fiscal resources, fund development, public relations and marketing, supervision of an established program staff, and business operations.
- Serve as a spokesperson, while also encouraging and developing other voices to speak for the organization.

### **VISIONARY AND STRATEGIC LEADERSHIP**

- Ability to maintain traditions, foundation and fellowship of the past while moving the organization forward.
- High impact, dynamic leader utilizing a collaborative and creative leadership and team building style.
- Ability to engage, organize and motivate employees at all levels.
- Promotes an equitable and inclusive organizational culture.
- Builds a cohesive team that supports and works towards fulfilling the mission of the organization.
- A clear, concise, and persuasive communicator with an ability to reach a broad internal and external audience.
- Effective in utilizing quantitative measures - metrics - to drive organizational performance.

### **FINANCIAL MANAGEMENT**

- Oversees the development of an effective management of an annual organizational budget.
- Obtains and maintains a deep understanding of the priorities, changes, and requirements of key funding sources.
- Communicates with the Board of Directors on a regular and timely basis to inform them of the financial position and any changes.

### **FUND DEVELOPMENT**

- Develops a comprehensive fundraising plan for the organization that includes varied forms of fundraising opportunities including individual donors, event planning and grant writing.
- Develops relationships with individual and institutional donors and demonstrates that their gifts are used well.

**POSITION REPORTS TO:** Board of Directors

**POSITIONS SUPERVISED:** Director of Development, Business Manager, Executive Assistant/Special Events Coordinator, Institutional Advancement Coordinator, Education Director, and Public Historian.



## **QUALIFICATIONS**

- Bachelor's Degree or equivalent
- Minimum of 5 years experience in nonprofit program planning demonstrating progressive responsibility and leadership
- Demonstrated experience in strategic board development
- Understanding of profit and loss projections, financial statements and annual budgeting processes
- Demonstrated experience and success in building and managing a leadership team
- Demonstrated success at meeting or exceeding funding goals regularly with a small support team
- Demonstrated fundraising success in cultivation, closing and stewarding donors (major gifts and endowments)
- Exemplary and demonstrated communication skills (presentations, training, instruction)
- Written and oral communication proficiency
- Experience in and comfort level with technology, including familiarity with computer-based fundraising support systems. (CRM: Microsoft Office, Google)

## **REQUIREMENTS**

- Pass a Level 1 background check.
- Valid Driver's license and proof of motor vehicle insurance for occasional travel
- Successful completion of a pre-employment drug screen
- Schedule flexibility for evenings, weekends, and holidays

## **SALARY & BENEFITS**

This is a full-time, salaried, exempt position with a starting salary range of \$72,000.00 to 85,000.00 depending on knowledge, skills, and experience.

Waverly Community House provides:

- 85% of employers paid healthcare. Dependents covered by employee
- Section 125 plan is available to have deductions for health insurance made on a pre-tax basis
- SIMPLE IRA to all full-time employees upon completion of six (6) months consecutive employment with a match.
- Generous PTO plan and nine paid holidays
- Employer provided life policy
- Employee-sponsored trainings and certifications

## **EQUAL EMPLOYMENT OPPORTUNITY**

The Waverly Community House provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state, and local laws. This policy applies to all terms and conditions of



employment, including hiring, placement, promotion, termination, layoff, recall, and transfer, leaves of absence, compensation, and training.

## **HOW TO APPLY**

Waverly Community House has retained Catalyst Consulting Services to conduct this search on their behalf. Candidates should include a resume and a cover letter that describes how their qualifications and experience match the needs and mission of Waverly. Applications will be accepted until the position is filled with applications received by February 28, 2023, receiving priority. Michelle Turman of Catalyst Consulting Services is conducting this executive search. All submissions will be acknowledged and are confidential, and any questions must be submitted to Michelle at:

**Michelle Turman, MA, CFRE**

[mturman@catalystcs.org](mailto:mturman@catalystcs.org)

813.839.2282 direct