



EXECUTIVE SEARCH - MATTIE WILLIAMS NEIGHBORHOOD FAMILY CENTER

EXECUTIVE DIRECTOR

ABOUT MATTIE WILLIAMS NEIGHBORHOOD FAMILY CENTER

In the mid-1990s, a group of concerned citizens formed a coalition to address local substance abuse problems. Quickly realizing the necessity of addressing the underlying causes of the abuse, they applied for and received a grant from the Juvenile Welfare Board of Pinellas County to fund the beginning of a neighborhood family center. Based on the premise that community problems could be dealt with more effectively at the local level, the Center launched a successful program of support services that continue today.

The Mattie Williams Neighborhood Family Center has been helping individuals, families and communities since 1996. Our mission is to nurture and strengthen children, youth, adults, families and communities through education, support services and collaborative partnerships to help people improve their lives and achieve self-sufficiency. We accomplish this mission through alliances with other agencies, educational programs and family support assistance.

The Center is a 501(c)3 nonprofit organization governed by a volunteer Board of Directors. It has a small staff headed by an Executive Director. The Center provides programs and services for families in need of support in these areas: Critical Basic Needs, Family Support Services; Youth Programs and Services that include school readiness/school success; Career Development and Adult Education.

Widely recognized for excellence, the programs of MWNFC include but are not limited to: providing backpacks for school readiness, holiday gifts and food for children and families, a variety of fresh and canned food from our food pantry, tax preparation assistance and emergency financial assistance for electric and water bills. The Center also supports the greater community through its After School and summer programs, free book give-aways, as well as vaccines and flu shots at our Florida County Health clinics.

EXECUTIVE DIRECTOR

REPORTS TO: The Board of Directors

PRIMARY PURPOSE: The executive's primary responsibilities include strategic planning and implementation of the strategic initiatives through tactical actions. The responsibilities shall be carried out in accordance with the directions provided by the Board of Directors and within the established guidelines so that organizational, fundraising, budgetary, financial accountability, community relations and volunteer objectives are achieved.



ESSENTIAL FUNCTIONS:

1. LEADERSHIP AND MANAGEMENT

- Serve as a professional resource to the Board of Directors by providing education and maintaining support; serve as ex-officio of each committee; seek and build Board involvement with strategic direction for ongoing local operations.
- Ensure ongoing local mission excellence, evaluation, and consistent quality of finance and administration, fundraising, communications, and systems, recommend timelines and resources needed to achieve the strategic goals.
- Expand existing programs to meet the needs of the community, identify new programs to meet emerging community needs, coordinate agency resources (staff, volunteers, funds) to support programs effectively.
- Motivate staff and encourage positive staff development; resolve interpersonal issues arising within the staff to maintain a team centered environment; recruit new staff members who represent the philosophy and values established for agency activities.
- Ensure effective systems to track progress and regularly evaluate program components to measure successes that can be effectively communicated to the Board, funders, and other constituents.
- Resolve building and maintenance issues for the Center's property and facilities.

2. FUNDRAISING, COMMUNITY OUTREACH AND VOLUNTEER ENGAGEMENT RESPONSIBILITIES

- Serve enthusiastically and effectively as chief fundraiser and spokesperson to cultivate, solicit and steward the organization's donor base to accomplish its long-term financial goals and to develop, diversify and increase revenue streams.
- Identify and establish relationships with qualified prospects and work toward closing gift opportunities.
- Plan and develop annual giving opportunities to sustain and expand the operations of the organization. Implement and execute annual fundraisers, merchandising opportunities (including third party events).
- Oversee the production of donor solicitations and support materials.
- Develop positive relationships with community organization, including government, service groups, the faith community, other human services entities in Pinellas County and other groups that support the Center's activities.
- Encourage volunteerism in all appropriate Center activities and events.

3. VISIONARY AND STRATEGIC LEADERSHIP

- High impact, dynamic leader utilizing a collaborative leadership 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 organization’s mission.
- Capable of projecting stability in volatile and quickly changing circumstances.
- 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.
- Understands and is sensitive to customer, management, and regulator needs.
- Establishes and maintains relationships with local governments and key personnel to promote and advocate for funding and policies.

4. FINANCIAL MANAGEMENT

- Oversees the development of and effective management of an annual organizational budget.
- Oversees planning and implementation of revenue opportunities.
- 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.

5. MARKETING AND COMMUNICATIONS

- Initiate, develop, and implement comprehensive internal and external communication plans to promote outreach and fundraising objectives.
- Supervise the creation of communication materials, production of videos and general content for website. Ensure social media sites support the activities of the organization.
- Serve as the primary spokesperson to increase awareness and community partnerships.

POSITIONS SUPERVISED:

- Full-time positions that report directly to the Executive Director are: Education Director, Family Support Director, Food Pantry Director, and Facilities and Operations Director.
- A Full-time Data and Social Media Coordinator reports directly for half of his/her responsibilities.



- Part-time Executive Assistant and Public Relations and Community Outreach report directly to the Executive Director.

QUALIFICATIONS

At a minimum, qualified candidates will have a bachelor's degree in a related field from an accredited college or university. A Master's degree is preferred.

- Qualified candidates will also have a minimum of five years' experience working in service delivery capacity and program management with supervisory experience and a working knowledge of local municipalities, i.e., JWB.
- Knowledge of financial statements, budgeting process and accounting procedures are required.
- Experience in strategic planning.
- Strong organizational, personnel management and analytical abilities.

Experience:

- Past success working with a Board of Directors with the ability to cultivate existing board member relationships
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills
- Action-oriented, entrepreneurial, adaptable, and innovative approach to business planning
- Ability to work effectively in collaboration with diverse groups of people
- Passion, integrity, positive attitude, mission-driven, and self-directed

Demonstrated Knowledge and Skills:

- History of successful sales or fundraising experience
- Experience in grant writing
- Ability to create and communicate vision and direction verbally and in writing
- Ability to meet commitments on programs and internal budget
- Working knowledge of Dropbox, Google Docs, and QuickBooks (desktop)

Physical Demands:

- Work extended and varied hours
- Travel within Pinellas and surrounding counties

Requirements:

- Pass background checks
- Employee is responsible for timely transportation to and from all community events, training, and presentations.



SALARY & BENEFITS

The salary range for this position is \$60,000 - \$70,000 annually. Benefits are offered through the Juvenile Welfare Board and include health insurance, dental, vision, basic life and ADD.

EQUAL OPPORTUNITY POLICY

Mattie Williams Neighborhood Family Center does not discriminate and will not tolerate discrimination against any person because of race, color, religion, gender, national origin, citizenship, disability/handicap, marital status, veteran status, sexual orientation, or age in any aspect of employment opportunity.

HOW TO APPLY

The Mattie Williams Neighborhood Family Center has retained Catalyst Consulting Services to conduct this search on their behalf. To be considered for this opportunity, please send a cover letter of interest and resume to:

Michelle Turman, MA, CFRE

mturman@catalystcs.org