

January 2012

Position Specification
Executive Director
The Community Fund of Darien

The Opportunity

The Community Fund of Darien (TCF) is seeking an experienced and dynamic leader to manage a well-respected organization that has supported social service organizations throughout lower Fairfield County for more than 60 years. TCF is committed to continuing and strengthening its highly successful fundraising, grant making and capacity building programs. Reporting to the President of the board of directors, the Executive Director will work in partnership with the board to provide leadership, vision, and direction managing operations. The Executive Director will be a visible community leader and represent the Community Fund of Darien throughout the region and state.

Background:

Founded in 1951, The Community Fund of Darien is a 501(c)(3) organization. It is a highly respected, professional nonprofit that plays a significant role in addressing health and human service needs in Darien, Norwalk and Stamford through strategic leadership and funding. In 1977, it became the Darien United Way & Community Council. Then, in 2006, it successfully withdrew from the United Way system to return to its local roots and last year, it had its most successful campaign ever, raising over \$1 million. Since 1951, over \$20 million has been distributed to local agencies.

Mission Statement:

To enhance the capacity of the community to care for one another by:

- assisting the community to identify and prioritize its needs;
- keeping the community informed about efforts to meet these needs;
- providing cost effective fund raising;
- distributing funds to meet identified community needs;
- assuring accountability of Allocation recipients; and
- fostering coordinated and cooperative efforts to deliver services;

The Community Fund of Darien accomplishes this mission through the following:

- Community Investment through fundraising and grant making:
 - Over \$1 million raised in 2010-2011 from people and local businesses in Darien and Rowayton
 - Annual Allocation grants totaling \$650,000 to \$700,000 to human service agencies serving Darien, Norwalk and Stamford
 - Other grants and fund distribution of \$40,000
- Community Collaboration through Human Services Planning Council
 - HSPC brings Darien community members together to discuss local issues and needs, find solutions to address gaps in services, and provide education and information about resources.

- Current and recent initiatives include Thriving Youth: Connected Community and Aging in Place in Darien.
- Community Engagement
 - TCF actively engages and celebrates volunteers in our community:
 - TCF committees involve over 100 volunteers
 - Youth Community Fund, Youth Asset Team and Darien High School Volunteer Fair
 - Annual Darien Volunteer Recognition Fair

Annual Budget: 2011-2012, \$1,000,000

Board of Directors: The Executive Director reports to a highly committed Board of Directors of twenty six members.

Staff: The Executive Director oversees two full-time staff members – Manager - Office/Agency Relations and Manager - Campaign; and a part-time bookkeeper and a part-time coordinator for Thriving Youth: Connected Community.

Key responsibilities:

The Executive Director is responsible for the overall planning and oversight of office operations including fundraising, volunteer and staff recruitment, training and management, board development, budget preparation, financial management, communications, information technology, government reporting, community and government relations, marketing, fund distribution and community problem solving.

Board Governance

The Executive Director works collaboratively with the President, the Executive Committee, and members of the Board to develop overall policy for the organization and set and implement strategic direction. These responsibilities include: board development and engagement; financial oversight and accountability; organizational policies and procedures; and strategic planning and implementation.

Office Management

The Executive Director works closely with the Manager - Office/Agency Relations to ensure duties involving purchasing and contracting, volunteer management, marketing and public relations, accounts and records, and planning and execution of programs and special events are completed in an effective and efficient manner.

Campaign Management

The Executive Director works closely with the Director - Campaign to oversee all fundraising activities and reporting. The Director, with heavy ED involvement, advises and consults with the Campaign Vice Presidents to develop and implement fundraising strategies. Through active board involvement, donor cultivation and stewardship is fostered. As TCF is fundamentally a grant-making organization, this is critical to its success.

Fund Distribution and Agency Relations

The Executive Director works closely with the Manager - Office/Agency Relations, and the Allocations Executive Committee, to assure responsible grant making as well as ongoing communication and collaboration with community agencies and organizations. This includes a comprehensive allocations review process utilizing more than 50 community volunteers over a period of two months each year.

Community Relations

The Executive Director is spokesperson for TCF and is responsible for representing TCF in the community. The ED is actively engaged and involved with local agencies and organizations, government, businesses and other community groups as leader, facilitator, collaborator and communicator in advancing the mission of the organization. In addition, the ED keeps abreast of trends and changes in the nonprofit sector through networking, education and outreach in the region and state. The ED is also responsible for marketing and publicity plans and implementation utilizing all media outlets and opportunities.

Other Programming:

Volunteers are essential to meeting needs in our community. The Executive Director works with staff and committees to support programming, activities and/or events that educate, engage and celebrate volunteers of all ages in Darien.

Qualifications

The Executive Director will be passionate about the organization's mission, self-motivated, energetic, outgoing and results-oriented. The position also requires strong leadership qualities, high ethical standards and the ability to build consensus. He/she will have both the vision and hands-on knowledge necessary to manage a small nonprofit organization. Excellent written and oral communication skills and diplomacy are essential. The ED should have at least five years of fundraising experience as well as prior management experience. Community planning and program experience is preferred. Preference will be given to candidates who live in Fairfield County because of the importance of community engagement and outreach.

Education:

A College Degree is required. A Masters Degree in Public Administration or a related field is preferred but not required.

Compensation:

The successful candidate will be offered a competitive compensation package.

Applicants should reply with their resumes via e-mail to communityfunddarien@gmail.com

The Community Fund of Darien
P.O. Box 926, 701 Post Road
Darien, CT 06820
203-655-8775
www.communityfunddarien.org