



WE CAN Corporation: Executive Director

SUMMARY

The Executive Director of WE CAN works closely with the Board of Directors and reports directly to the President of the Board. The Executive Director provides leadership to the staff of WE CAN, community organizations, and individuals to raise funds and ensure that WE CAN provides relevant programs to support women who are in life transitions such as divorce, job loss, bereavement, and other major life changes.

PRIMARY RESPONSIBILITIES

The specific duties of the job include the following but this list is not intended to be static or all encompassing. Other duties may evolve over time and the Executive Director should discuss these as needed with the President of the Board of Directors.

- Provides overall leadership on the day-to-day operations of the organization.
- Works with the Board to develop and ensure the execution of a Strategic Plan.
- Works with Board committees (Finance, Donor Development, Personnel, MARCOM, "A Day of Words, Wit and Wisdom") to both guide and support setting and establishing goals.
- Holds the team accountable to ensure that up-to-date records on donors are kept and that gifts are acknowledged in a timely fashion.
- Maintains and enhances all fundraising sources, including events and campaigns, especially those aimed at sustained donations.
- Develops relationships with potential donors and involves the Board of Directors and the Donor Development committee in cultivation and solicitation of donors.
- Works with area and other relevant foundations to secure funds as appropriate for Board-approved projects.
- Leads the development and ensures execution of a community outreach/Public Relations strategy.
- Leads the development of strong, effective relationships with diverse populations.
- With input from the Finance Committee and/or the Treasurer develops the yearly budget and seeks approval from the Board.
- Oversees bookkeeping and purchasing processes and documentation
- Hires and supervises staff and ensures formal job feedback is provided to staff at least annually.
- Provides leadership and holds staff accountable for the efficiency and organization of administrative tasks and the meeting of deadlines.
- Creates a positive environment for staff and volunteers.
- Works with the Board and staff to ensure that future staffing and programming needs are identified and resourced.

QUALIFICATIONS

- Direct experience in the top leadership role in a human services organization
- Proven track record in fund development, especially with individuals and businesses
- Strong leadership and relationship building skills
- Well-developed ability to build and sustain positive relationships with diverse populations
- Well-developed budget management and cost effectiveness skills
- Well-developed supervision and accountability processes
- Extensive public speaking experience
- Strategic orientation towards building an enduring revenue stream and volunteer community to assist in the achievement of the WE CAN long-term vision
- Experience working with volunteers and understanding of their key role at WE CAN
- Knowledge of the Cape Cod community would be a definite asset
- Bachelor's degree required
- Computer skills i.e., Excel spreadsheets, word, desktop publishing

Resumes must be received before Friday, January 11th, 2019 at:

wecanedsearch@gmail.com

WE CAN is an equal opportunity employer committed to hiring a diverse workforce and sustaining an inclusive culture. WE CAN does not discriminate on the basis of race, ethnicity, religion, sex, color, national origin, age sexual orientation, gender identity or expression, mental or physical disability, genetic information, veteran status, or on any other basis prohibited by applicable law.

12/17/18