

Executive Director Recruitment

Position Summary:

The Collaboration Council for Children, Youth & Families (<http://www.collaborationcouncil.org>) located in Montgomery County, Maryland, is seeking a highly qualified, experienced, visionary leader to serve as the Executive Director for the organization. This individual will work in partnership with the Deputy Director and the Board of Directors to:

- Increase the clarity and visibility of the organization to stakeholders;
- Ensure that initiatives are responsive to local needs and are of high quality;
- Expand and deepen relationships with elected and community leaders;
- Expand the budget, especially through grant and private funding while increasing operating reserves;
- Promote continuous Board development for effective leadership and governance;
- Develop and maintain a culture of equity, diversity and justice that is evidenced through its programs.

The successful candidates will understand best practices at a local, regional and/or national level relative to programming and policy development for children, youth and families; understand collaboration and the work it takes; and demonstrate a passion for the nonprofits' role and mission.

About the Collaboration Council

The Collaboration Council was founded in 1993 to meet the state statute that each jurisdiction have a Local Management Board (LMB – <http://goc.maryland.gov/LMBhistory.html>). Local Management Boards (LMBs) were created to carry out the responsibility of identifying priority areas and targeting resources within their respective jurisdictions for children and families. An LMB's function is seen as integral in ensuring the ability of jurisdictions to have the local authority to plan, implement and monitor services delivered to children and families. As funding and state budgets became tighter, the County Executive and County Council agreed that it would be advantageous for the Collaboration Council to be structured outside of county government as a "quasi-public nonprofit" (501c3) organization. In this structure, the Collaboration Council is viewed as a neutral convener, efficient procurer of services and raiser of private funds. The Collaboration Council is considered a high functioning LMB and has a positive reputation for bringing together organizations, government agencies, community leaders, and other key stakeholders to analyze and develop practices, policies and programming that meet the needs of the county's children, youth, and families. The Collaboration Council has a staff of 20 employees and an approximate operating budget of \$5.6 million dollars.

Primary Responsibilities:

Operation and Staff Management

- Directs the affairs of the Collaboration Council with the direct support of the Deputy Director and oversees the management of the programmatic, financial and administrative functions of the organization.

- In conjunction with the Board, establishes a strategic vision for the organization and oversees the implementation and management of the strategic plan to ensure goals and objectives are achieved.
- Provides leadership and direction to the management team and staff and encourages on-going professional development.
- Cultivates and maintains strong working relationships with potential and current funders and assumes responsibility for fundraising efforts to ensure the organization can fulfill its mission and expands into new areas.

Programs and Initiatives

- Directs the implementation of programs and services for children, youth and families that support the mission and respond to prioritized community needs, through collaboration with county, state, and federal agencies and organizations.
- Ensures that an organizational and program performance evaluation framework is in place to help determine the effective use of funds, program outcomes and mission achievement.
- Directs the regular assessment of community needs and resources to identify program priorities as required by Local Management Board regulations and LMB Policies and Procedures Manual.

External Relationships and Communication

- Educates the community's service providers and other stakeholders about the scope of the Collaboration Council's efforts.
- Serves as the agency's primary spokesperson and represents the Collaboration Council in the community to key stakeholders and county and state agencies to develop and sustain partnerships.
- Communicates with and updates the Governor's Office for Children, the County Executive, County Council and the Board of Education on the progress and status of the Council's implementation of programs and projects.
- Ensures that the agency is in compliance with all county, state and federal legal requirements and with the Governor's Office for Children's Local Management Board Policies & Procedures Manual.

Financial Management and Fund Development

- Develops an annual budget approved by the Board and makes financial decisions within that budget.
- Ensures that regular, timely financial statements are provided to the Board along with analysis of the short and long-term financial stability of the organization.
- Oversees fund-raising and development so that revenues generate from a variety of public and private resources.
- Plans for adequate cash flow to cover operational needs and ensures development of adequate cash reserves.

Employee Relations

- Promotes and maintains a culture of equity, diversity and justice within the organization and creates an environment of open, inclusive and transparent communications.
- In conjunction with the Deputy Director, develops a staffing structure for the organization that supports strategic plan initiatives.
- Oversees performance assessments for staff and measures of success for programmatic functions.

Board Relations

- Works with the Board of Directors to continuously review and update the organization's strategic plan.
- Regularly informs the Board regarding the status of agency core operations, programs and services in fulfillment of the strategic plan.
- Serves as a non-voting ex officio member of the Board of Directors and supports the Board and its committees in performing their work.

Recommended Qualifications

Experience and Education:

- Master's degree preferred from an accredited college or university in Public Administration, Public Health Administration, Human Services or an organizational discipline preferably related to health and human resources and nonprofit management. Equivalent combination of education and experience may be substituted.
- 7-10 years' experience in program/policy experience in work with children, youth and families.
- 7-10 years' experience in management positions, preferably in non-profit organizations, supervising professional and administrative personnel with a demonstrated record of leadership and teambuilding skills.
- Executive-level experience developing relationships with board members and incorporating board priorities and feedback into organizational strategy.
- Strong commitment to the professional development of staff; successful track record of recruiting and retaining a diverse team to implement the organization's vision.
- Experience in working with elected officials and senior leadership in public and private agencies.

Knowledge, Skills, and Abilities

- Nonprofit management, including the understanding of related laws.
- Management of complex initiatives/programs.
- Relationship building with and beyond current circle; preference for knowledge of Montgomery County culture (politics, multiple and high expectations, demographics, etc.)
- Outreach to culturally and economically diverse audiences.
- Excellent written and oral communication skills including public relation skills, experience in grant writing and ability to articulate organizational and staff values.
- Understanding of the Board's governance and oversight roles; preference for experience as a direct report to a board.
- Interpersonal and team-building skills.
- Fluent in current technology programs and software; i.e. Microsoft Office, social media.

Compensation

The Collaboration Council Board reviews and determines compensation for the Executive Director. Salary will be competitive and commensurate with qualifications and experience within the constraints of available funding. Most of the work is performed on site though there may be occasional travel county and statewide. The responsibilities of the position as outlined may be subject to change or modified to fulfill organizational requirements.

Application Process

Please send an email with a cover letter summarizing your qualifications as they relate to the position description, a resume (as a Word document or pdf), and your salary requirements to hr@collaborationcouncil.org. No phone calls please.

Deadline: Applications will be accepted through 5pm., November 2, 2018.

The Collaboration Council is an equal opportunity employer.

Applications from persons of color are encouraged.