

Executive Director Position Description

Organization Overview

Solutions at Work is a nonprofit organization that was founded by a group of homeless individuals in Cambridge, Massachusetts in 1989. Our mission is to break the cycle of poverty and homelessness by providing individuals and families with resources and opportunities to strengthen their self-confidence, achieve self-sufficiency, and participate in helping others.

We approach our mission by providing moving services; business attire; children's clothing, books, toys, and gear; and computers to thousands of people each year. Many of Solutions at Work's staff and several board members have personally experienced homelessness. These individuals help to ensure that Solutions at Work continues to meet real needs in the community.

Position Overview

At the direction of the Solutions at Work's board of directors, the executive director oversees day-to-day operations of the organization. The executive director also works closely with the board of directors to strengthen and grow Solutions at Work in a manner that is aligned with the organization's mission and strategic plan. This is a full-time position.

Primary Responsibilities

- Oversee the organization's day-to-day operations, administrative systems, and its human and financial resources.
- Manage the implementation of the organization's strategic plan, which calls for the following key strategic objectives:
 1. Ensure the future sustainability of the organization by strengthening its infrastructure, effectively managing and developing its human resources, and improving its financial performance.
 2. Ensure that the organization's programs and services are aligned with its mission by taking an inventory of existing programs and services, identifying key program/service outcomes, measuring program/service effectiveness, and optimizing program/service delivery systems.
 3. Define, refine, and communicate the organization's brand by gaining a better understanding of its position in the marketplace and developing an effective marketing and communication strategy.
 4. Establish a framework to routinely evaluate growth opportunities, developing a growth strategy based on market needs, organizational resources, and alignment with the organization's mission.
- Serve on the organization's board of directors, finance committee, fundraising committee, and strategic plan implementation committee.

solutions at work

Working Together to End Homelessness

- Collaborate with the organization's development director to steward relationships with current donors and pursue new sources of individual, corporate, public, and foundation support.
- Market Solutions at Work to program participants, donors, and program partners and provide effective linkages with the community.

Qualifications

- A demonstrated commitment to helping homeless and low-income people achieve self-sufficiency as well as a strong inclination to operate in an inclusive, respectful, and compassionate manner.
- Bachelor's degree in a pertinent field with at least six years of relevant experience including at least three years of staff management experience. Advanced degree preferred.
- Ability to work independently, be a self-starter, and contribute in a dynamic team environment.
- Comfort and confidence with public speaking and interacting with senior corporate executives, public figures, and individuals of high net worth.
- Experience stewarding and cultivating relationships with individual, corporate, and foundation supporters.
- Excellent organization skills with the ability to manage multiple and diverse projects simultaneously.
- Impeccable written and verbal communication skills with a command of the English language.
- Proficiency with the Microsoft Office suite and familiarity with communications platforms such as Constant Contact, program databases, donor databases, and web site content management systems such as Wordpress.
- Working knowledge of how to leverage social media to increase a nonprofit organization's visibility and enhance its profile.
- Superb judgment, a collegial work style, and sense of humor.
- Ability to participate in routine evening meetings and occasional weekend events.

Salary \$60,000 - \$65,000 (this position does not carry benefits)

To Apply Please email your cover letter, resume, and a writing sample to Lauren Corduck, Executive Director, at lcorduck@solutionsatwork.org by April 30, 2014. No phone calls please.

Solutions at Work is proud to be an equal opportunity employer. Solutions at Work is committed to a policy of equal employment opportunity for all qualified employees and applicants for employment without regard to race, color, national origin, religion, sex, disability, age, sexual orientation, military status, genetic information, gender identity, or any other characteristic protected by applicable federal, state, or local law.