

New Foundations

Executive Director Job Description

DRAFT

Job Title: Executive Director
Reports to: Board of Directors
Classification: Exempt

New Foundations Nonviolence Center (NFNC) is a grassroots organization with a modest budget. The Executive Director for NFNC is charged with growing the organization to scale and potentially build the ED position into a full-time opportunity.

NFNC's mission is to empower people within the criminal justice system in Colorado to make positive life changes for the betterment of themselves, their families and the community at large. Through the Alternatives to Violence Project, Jail Visitation, and the Telephone Support Line – all staffed by a corps of dedicated volunteers – NFNC offers inmates the help they need to successfully rebuild their lives and reconnect to their communities.

General Responsibilities

Overall Personal and Leadership Effectiveness

1. **Vision:** Collaboratively create and communicate an inspiring vision for NF; ensure the strategic plan aligns with the vision; keep the vision 'fresh'
2. **Innovation and change:** Demonstrate creativity, ingenuity and problem-solving skills; initiate and support continuous improvement of the organization's services; recognize the need for change and use evaluation processes to assess and monitor service improvements
3. **Quality and results:** Set and maintain high quality standards; use resources effectively and efficiently; act in a timely manner to address shortcomings
4. **Action orientation:** Be willing to take appropriate risks; seize strategic opportunities as they present themselves; act in a timely manner on key issues
5. **Resilience and efficiency:** Manage personal priorities, time and energy well; effectively delegate appropriate objectives and tasks to others; avoid getting distracted in unnecessary details
6. **Outreach:** Reach out to various community groups and individuals to gain support for NFNC's efforts to address the needs of people in the criminal justice system with an effective communications strategy.

Fundraising

1. **Foundations:** Assure that our relationship with current foundation supporters continues to be strong, as evidenced by continued annual support. Pursue additional foundation support.
2. **Faith Communities:** Continue to maintain strong support by existing faith community funders and find other faith communities to provide financial support.
3. **Community Shares:** Ensure that NFNC continues to participate as an active member in Community Shares
4. **Individual Donors:** Continue to maintain and/or increase support by existing individual donors and expand the number of individual donors
5. **Corporate:** Develop a corporate sponsorship program to support NFNC programs.

6. **Public Sector:** Pursue opportunities to fund programs with public sector grants and contracts.

Strategic Direction, Planning & Program Delivery

1. Program Delivery:

- Organize and schedule AVP workshops that are delivered through volunteer facilitators.
- Maintain relationships with Colorado Department of Corrections and Denver Sheriff's Department.
- Coordinate inmate assignments to volunteer one-to-one visitors.
- Supervise telephone support line volunteers.

2. **Client focus:** Anticipate clients' expectations and ensure that clients are satisfied with NF's services.

3. **Program relevance and evaluation:** Stay aware of trends in the field of capacity building; monitor client needs and be prepared to address the challenges and opportunities that are facing them. Develop methods to evaluate the effectiveness of programs

4. **Strategic planning:** Assure that NF has a framework for a long-term plan (with identified timeframe). Implementation is through an annual operating plan that includes goals, objectives, and budget, and an evaluation plan.

5. **Collaboration:** Develop strong working relationships with client organizations and volunteers.

Volunteer Recruitment

Develop and implement strategies to recruit new volunteers. Ensure that appropriate orientation and training is provided to volunteers. Ensure that volunteers receive appropriate support and recognition.

Team Effectiveness

Build collaborative relationships; demonstrate respect for individuals; generate and sustain trust and confidentiality; maintain integrity; behave consistently and ethically. Foster a sense of teamwork and recognize team contributions.

Fiscal Accountability

Present budget and supporting documents to Board in a timely manner. Develop and closely monitor the budget in conjunction with the Board. If revenues reach \$100,000 or more, the annual audit is completed with a "clean" management letter.

Board Development

Assist the Board President in recruiting, orienting, and building the skills of Board members. Work with Board officers to assure 100% retention of high-performing Board members. Assure that all information necessary for the Board to be informed and make necessary decisions is received in advance of meetings.