

## **Job Description – Executive Director**

New Canaan CARES is an independent, non-profit community organization whose purpose is to advance the health and well-being of youth and families. CARES provides responsive educational programs that support and strengthen parenting skills, positive youth development, and healthy lifestyles.

The Executive Director of New Canaan CARES must be a person who has strong administrative and management skills. An ideal candidate will also have a background in public health and/or health & wellness. This is a full-time position, hired by and directly accountable to the Executive Board.

Responsibilities include:

- Development
  - Collaborate with the Executive Board in the creation and maintenance of a long-range plan that will support the mission and address the capital and staffing needs required for the growth of the organization
  - Lead fundraising efforts, including supporting the board's involvement in fundraising, personally cultivating and soliciting donors, and implementing fundraising plans and policies approved by the board
  - Research and write grants
  - Build relationships with partner organizations, policymakers, media, and others
  - Represent the organization by participating in key associations and organizations, serving on committees and advisory groups, and speaking in public settings
- Programming/Leadership
  - Identify the needs/interests of the youth, parent and community, and develop programming in line with them
  - Work with Parent Representatives to properly vet, select and supervise speakers
  - Manage all marketing and PR functions including the website and social media relating to programs
  - Define, develop and manage Leadership Program
- Management
  - Plan for adequate cash flow to cover operational needs
  - Hire, supervise and train employees, consultants, speakers and volunteers
  - Manage marketing efforts, social media, website and calendars

### Candidate Requirements

- Minimum of 3-5 years of non-profit management
- Master's degree (minimum bachelor's degree)
- Background in public health and/or health & wellness
- Strong written and verbal communication skills
- Able to set clear priorities, delegate, and achieve consensus amongst differing opinions
- Able to work periodic evenings

Please email resume to [caresboard@newcanaancares.org](mailto:caresboard@newcanaancares.org)