

Description

Adam's House Grief Support for Connecticut's Children

Executive Director (Hybrid, Full/Part Time)

About Adam's House

Since 2017, Adam's House has transformed over 400 lives by providing free grief education and peer support programs to children aged 5-18 and their families that have experienced the loss of a loved one. As the only free-standing grief support center in Connecticut, Adam's House offers a safe, welcoming environment where children and families can share their experiences and receive the support they need to heal, primarily through an 8-week curriculum-based peer support program entitled 'Helping Hearts Heal'. At Adam's House, grieving children and families gain new strategies for dealing with their loss, so they may move from isolation and withdrawal to community and rebuilt lives. Adam's House, based in Shelton, Connecticut, serves families throughout the state, with a focus on Fairfield County and Southern Connecticut.

The Role

Given the enormous need for grief support, Adam's House is at a key juncture in its history, seeking to exponentially grow its budget, its programming, and its impact, including teaming with local school systems and expanding services throughout Southern Connecticut. To support and lead this expansion, the Executive Director primarily will focus on revenue growth, and be an experienced and successful fundraiser, relationship builder, and leader. Working initially with the current Interim Executive Director and with the Founder/Board Chair, they will assume, bring to bear, and build out key corporate, foundation, and major gifts/individual funding and partnership relationships. The Executive Director will oversee Adam's House's annual fundraising events and assume a role as the spokesperson for the organization. An energetic, ambitious, and visionary yet hands-on leader, this individual also will provide mission-aligned strategic and programming direction and support, oversee key operational structures and budgets, manage and grow Adam's House's Board, and develop staff and teams.

Key Responsibilities

Fundraising and Revenue Growth

- Build out near and longer-term fundraising plans and strategy.
- Lead and execute a multi-channel fundraising strategy, securing funds from foundations, corporations, individuals, and government sources.
- Conduct prospect research and cultivate relationships with high-potential donors and institutional partners.
- Along with the Development Director, write and oversee compelling grant proposals and funding applications, managing submission deadlines and reporting.

- Grow and diversify the individual donor base through innovative campaigns, cultivation events, and major gifts programs.
- Develop engaging opportunities for donors to connect with the organization's programs and mission.
- Working with the team and Board lead the execution of annual fundraising events including the Great Give, Dancing with the Stars, and Golf Pro-Am engaging corporate sponsors, matching donors, and key stakeholders.

Corporate & Community Partnerships/Communications/Social Media

- Expand corporate sponsorships and develop meaningful engagement opportunities, such as employee volunteer initiatives and targeted fundraising events.
- Cultivate relationships with local and state government and community groups securing funding, programming partnerships, and increasing visibility for the organization.
- Represent organization as spokesperson at public/private events.
- With Communication's Director, expand community and stakeholder outreach including multipronged social media efforts.

Development Systems/Metrics

- Along with Development Director, oversee and optimize donor tracking, data management, and reporting using Little Green Light and eventually Salesforce.
- Ensure grant compliance by coordinating reporting and financial submissions with the Program and Executive Director.
- Help to develop and monitor program impact establishing recognized performance metrics.

Board Development

- Manage relationships with Board of Directors, providing Board Papers and other information including performance against responsibilities.
- Help to identify candidates and then expand and build out the Board with geographic and demographic diversity and fundraising/networking/program support capabilities.

Staff Development

- Co-supervise Communication's Director and Development Director providing direction and staff development opportunities.
- Develop staff work plans and metrics, consistently monitoring and evaluating.
- Provide staff development and team and individual training opportunities.
- Recruit, hire and train new staff as growth allows.

Financial Management

- Develop and monitor annual and monthly budgets - as approved by the Board - and ensure that the organization is operating within its guidelines.
- Develop and maintain sound financial practices.
- Maintain payroll, contractors, other expenditures, and revenues ensuring adequate cash flow and solvency.

Strategy Development

- Working with the Board Chair and the Board, support/lead development of near/mid-term/longer-term organizational strategy and goals including funding, operations/finance, programming, communications.
- Work with the Program Director to develop, fund and implement program expansion efforts.

Preferred Qualifications and Characteristics

- Five years+ experience as an Executive Director, Deputy Director, and/or senior nonprofit fundraising professional with a proven track record of success in major gifts, corporate and foundation giving, and special events.
- Natural relationship builder with excellent ability to develop, cultivate and maintain positive working relationships with funders and other community stakeholders
- Excellent written and verbal communication skills, including the ability to write compelling donor communications and marketing materials.
- Contacts and knowledge of the Southern Connecticut/Fairfield County funder and stakeholder community preferred.
- Event and/or project planning experience.
- Experience in hiring, training, coaching, and supervising staff.
- High standards of performance, quality, credibility and integrity.
- Proficiency in Microsoft Word, Outlook, Excel, and PowerPoint.
- Proficiency in fundraising CRM systems (Little Green Light and Salesforce preferred).
- Team player who fosters a collaborative and respectful environment with staff, board, and volunteers.
- CFRE or other fundraising certifications are valued.
- LMFW or MSW and/or mental health/youth/education experience valued.

Location, Schedule and Reporting

Adam's House is located in Shelton, Connecticut, northern Fairfield County. Work schedule will be hybrid, 30-40 hours per week, with the Executive Director expected to work on location Monday's, Wednesday's, and Thursday's, with periodic meetings and events on other days and in evenings.

The Executive Director will report to the Board Chair/Founder/Program Director and the Board of Directors. Initially they will have two co-direct reports, the Development Director and the Communications Director.

Compensation and Benefits

The salary range is \$80,000 - \$100,000 initially in a contract position, with associated Paid Time-Off.

How to Apply

Please submit your resume and a cover letter to edapplicants@adamshousect.org.