



Central Community House
At Our House, People Are Central

Executive Director

JOB DESCRIPTION

About Us

MISSION

To empower people in our community to reach their full potential, be self-supporting, and live cooperatively with all others.

AMBITION

It is our ambition to strengthen and sustain the sense of community within our service area, supporting residents in their efforts to help one another and encouraging the awareness that individual needs can be met through shared commitment.

Poverty is a chronic and growing problem in our society. We hold no illusion that poverty in our community will be “conquered.” We seek to be a resource for individuals falling into poverty and a supporting hand for those seeking to rise above it.

OPPORTUNITY

Central Community House is a source of support and a community haven for the children, teens, families and seniors living in the near east and near south side neighborhoods of Columbus. Within our full-service community center, people of all ages come together to learn, play, share their gifts and find assistance when needed. From our public Computer Lab to monthly Community Dinners, services are designed to aid individuals in living self-sufficiently while adding to the overall quality of life in our neighborhood.

Within our service area, nearly half of occupied households live below the Federal Poverty Line. We strive to engage residents in positive, healthy, personal development activities. We also offer quality programming and resources that strengthen families and provide older adults with services and social interaction to enhance and improve their lives.

Rather than simply address one problem or social condition, we build relationships and work holistically to combat the myriad effects of generational poverty. We have a long history of success offering programs such as early education child care, afterschool/summer programs, Transit Arts/teen development, Senior Program, community organizing and advocacy, family strengthening, social work services, basic/emergency assistance and workforce development.

NOW HIRING OUR EXECUTIVE DIRECTOR

Central Community House is seeking a committed professional who can preserve our existing programs, and translate our mission and ambition into vibrant, effective new programs in response to the evolving needs of our community. We seek a person who is equal parts energetic leader, impassioned advocate and effective fundraiser, a person who can demonstrate success in organizing and supporting a community seeking wellness and opportunity. The successful candidate will be a visionary collaborator — motivating the community to find strength in one another, the staff to meet community needs and the donor community to support our efforts.

APPLY

Professionals interested in this position should submit a letter of interest, resume, contact information and three professional references to **Martin Jenkins** at mjenkins@columbus.rr.com.

Please reference CCH EXECUTIVE DIRECTOR in the subject line. Position remains open until filled, but interested parties should respond by March 16, 2018 to assure prompt consideration.

Responsibilities

The Executive Director is the management leader of Central Community House, implementing the goals and mission within the guidance provided by the Board. That person is responsible for overseeing the administration and strategic plan of the organization. The primary areas of accountability include:

- » Community Service
- » Fundraising & finance
- » Operational excellence

The ideal Executive Director is a person of integrity, who is ethical, accountable, outgoing and not afraid to ask questions. The right person can not only generate ideas, but also work collaboratively with the board, staff, community members and local corporations to implement strategies. Organized and self managed, this positive and creative person knows how to make things happen.

The Executive Director is resourceful, trustworthy and detail-oriented. This strong communicator will value relationships/partnerships, be accessible, listen carefully to the needs of the community and articulate our direction and goals to funding agencies and donors. Bringing professional and personal drive, this collaborator can move fast, work well with the different stakeholders within the organization and be able to change priorities quickly.

COMMUNITY SERVICE:

- » Understands the vision of the organization and communicates it thoroughly and enthusiastically to community residents, the Board of Trustees, staff, partners and funders
- » Maintains a current working knowledge of the nonprofit, settlement house, and community center environments, both nationally and in the state.
- » Maintains a high awareness of the principles, history and development of the settlement house in the United States and Ohio.
- » Maintains liaison relations with state and federal government agencies involved in public service and social work.
- » Maintains consistent, clear, and informative communication with the neighborhood and community.

FUNDRAISING & FINANCE:

- » Oversees annual and long-term fundraising efforts to enable the organization to fulfill its mission; provides leadership in identifying innovative fundraising strategies including social enterprise activities.
- » Coordinates and actively engages in grant writing, proposal writing and fundraising efforts, working with government agencies, foundations and corporations to secure the funds needed to sustain the operation of Central Community House.
- » Is responsible for the financial integrity of the organization, ensuring the organization operates within all laws, regulations and Audit compliance standards.
- » Develops and submits a proposed annual budget and monthly financial statements that accurately reflect the condition of the organization.
- » Maintains records and documentation that meet all federal, state, and local agency requirements.
- » Oversees an annual audit process.
- » Oversees the disbursement of funds.

ORGANIZATION & ADMINISTRATION:

- » Serves as an ex officio member of the committees of Central Community House and monitors and assists all committees in their operation.
- » Establishes administrative policies and provides for office operations that address the daily operational challenges.
- » Recruits, hires, determines compensation and dismisses as necessary all staff employees.
- » Ensures the legal integrity of Central Community House and employs legal counsel when required, operating solely within the ethical obligations of a not-for-profit organization.
- » Acts as principal staff to the Board of Trustees, leveraging their collective expertise and professional ties to increase organization visibility and donations; ensures Board members are kept informed on the condition of the organization and its affiliates; coordinates with staff to recommend agenda items for Board meetings and prepares materials for action or report.

Requirements

- » Bachelor's degree (Master's degree or other Advanced degree preferred), plus a minimum 5 years of progressively responsible experience in a management/executive position, preferably with a community based organization.
- » Knowledge and experience in general administrative/business management at an executive level in an organization with a diverse staff
- » Financial management experience at an executive level. Building and property management experience also desired.
- » Executive level experience working and obtaining programmatic funding from governmental (city/county/state/federal) and charitable non-profit funding entities. Experience developing and supporting social enterprise projects is desirable
- » Experience in developing and managing collaborative relationships with related organizations
- » A track record of experience in fundraising to support a non-profit agency.
- » Outstanding communication skills (written and verbal) in promoting the mission and accomplishments of a non-profit organization



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