

Executive Director

Posted: 01/03/2024 Full Time Employment

Job Description

Public Service non-profit organization is looking for an Executive Director to oversee the administration, programs, and strategic planning for the group. This role serves as a key management leader for the organization. Located in the Middletown area.

\$100,000 - 120,000 depending on experience

Key Responsibilities

- Leadership and Vision: Develop and execute the organization's strategic plan in collaboration with the Board, setting clear objectives and goals for growth and impact.
- Fundraising and Financial Management: Lead efforts to secure funding from a variety of sources, manage the budget, and ensure financial sustainability.
- Program Development and Management: Oversee program implementation, assess effectiveness, and make improvements as needed.
- Staff and Volunteer Management: Lead and inspire a diverse team, providing mentorship and guidance to staff, volunteers, and partners.
- Public Relations and Advocacy: Represent the organization in the public sector, building partnerships, and advocating for policies aligned with our mission.
- Board and Stakeholder Relations: Foster positive relationships with the Board of Directors, government officials, funders, and other key stakeholders.

Qualifications

- Bachelor's degree in public administration, Business Administration or related.
- 5 years of leadership / senior management experience.
- Experience working with Boards and top-level executives.
- Prior experience working with fire departments, municipalities, or similar a plus.
- High level strategic thinking and planning.
- Effective communication skills.
- Proven success in generating new revenue streams and improving financial results.

- Ability to build strong relationships with individuals and organizations of influence.
- Strong public speaking skills.

Interested candidates are encouraged to apply at A.R.Mazzotta Employment Specialist, Middletown CT.

A.R. Mazzotta Employment Specialists is an affirmative action, equal opportunity employment agency providing job opportunities throughout Connecticut.

CROMWELL FIRE DISTRICT

JOB DESCRIPTION

EXECUTIVE DIRECTOR (Sept 2023)

The Executive Director is the key management leader of the Cromwell Fire District. The Executive Director is responsible for overseeing the administration, programs, and strategic plan of the organization. Other key duties include working closely with the Fire Chief, Water Department Operations Manager, Information Technology Manager and Communications Supervisor. This position has a fiduciary role to review and ensure that all Districts financial practices are adhered to. The position reports directly to the Board of Commissioners.

GENERAL RESPONSIBILITIES

Board Governance: Works with the Board of Commissioners in order to fulfill the organization's mission.

1. Responsible for leading the Cromwell Fire District in a manner that supports and guides the organization's mission as defined by the Board of Commissioners.
2. Responsible for communicating effectively with the Board of Commissioners and providing in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.
3. Responsible for being the liaison with District staff to the Commission.
4. Responsible for all union related matters, including being an integral part of team negotiating labor contracts.
5. Serve as the District's primary spokesperson to the organization's constituents and the general public.

Financial Performance and Viability: Develops resources sufficient to ensure the financial health of the organization.

1. Responsible for all aspects of the district's finances and developing other revenues necessary to support the district's mission.
2. Responsible for the fiscal integrity of the Fire District, to include submission to the Board of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.
3. Responsible for fiscal management that generally anticipates operating within the approved budget, ensuring maximum resource utilization and maintenance of the organization in a positive financial position.

Organization Mission and Strategy: Works with the Commission and staff to ensure that the mission is fulfilled through programs, strategic planning, and community outreach.

1. Responsible for implementation of all programs that carry out the organization's mission.
2. Responsible for strategic planning to ensure that the District can successfully fulfill its mission into the future.
3. Responsible for the enhancement of the District's image by being active and visible in the community and by working closely with other professional, civic and private organizations, and the Town government.
4. Responsible for addressing challenges in the internal and external environment to protect the District, its staff and the citizens of Cromwell.

Organization Operations: Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate.

1. Responsible for the recommendation for hiring and retention of competent, qualified staff.
2. Responsible for effective administration of all District operations.

JOB RESPONSIBILITIES

1. Report to and work closely with the Board of Commissioners to seek their involvement in policy decisions, and to increase the overall visibility of the organization.
2. Plan and develop administrative policies, rules, regulations, and procedures for Commissioners approval.
3. Supervise and collaborate with organization staff. Including employee performance, compensation administration, coaching, mentoring conflict resolution progressive discipline and all aspects of employee relation matters.
4. Manage day-to-day operations of all District Departments and staff, and through department heads to ensure the highest possible level of effectiveness and performance.
5. Manage the district's workers compensation, and liability insurance property coverage and employee benefits.
6. Responsible to effectively manage and maintain (maintenance, assess infrastructure needs and upgrades and repairs as needed) all District facilities.
7. Act as purchasing agent for the district.
8. Administration of all District projects.
9. Maintain inventories of land, buildings and their contents, apparatus, equipment, and other key items.
10. Strategic planning and implementation.
11. Implement processes for the utilization of governmental financing and bonding.
12. Planning and operation of annual budget.
13. Establish and maintain relationships with various organizations and utilize those relationships to strategically enhance the District's mission.
14. Engage in activities to increase the revenue streams and minimize expenses.
15. All public relations, information sharing and other communications efforts.
16. Oversee organization Board of Commissioners and committee meetings.
17. Establish employment and administrative policies and procedures for all functions and for the day-to-day operations, and the implementation of same.
18. Review and recommend for approval contracts for services, for all vendors.

19. Coordinate and monitor all grant applications and grant program District wide.
20. Other duties as assigned by the Board of Commissioners.

PROFESSIONAL QUALIFICATIONS

Required

1. A bachelor's degree in public administration, business administration or related areas, and five years of leadership/management experience
2. Strong organizational abilities, including planning, delegating, program development and task facilitation.
3. Strong financial management skills, including budget preparation, financial analysis, decision making and reporting.
4. Strong project management experience.
5. Strong work ethic with a high degree of energy.
6. Previous success in establishing relationships with individuals and organizations of influence including other governments, partner agencies and volunteers.
7. Strong written and oral communication skills.
8. Strong public speaking ability.

Preferred:

1. Master's degree in public administration or business administration or a minimum of 5 years' experience in State or Municipal administration.
2. Five or more years of senior management experience.
3. Experience and skill in working with governing boards and senior leaders within an organization.
4. Experience with strategic planning across multiple divisions within an organization.
5. Ability to envision and convey the organization's strategic future to the staff, Commission, and the community.
6. Ability to effectively communicate the organization's mission to the overall community.
7. Ability to oversee and collaborate with staff.