



## JOB POSTING

**Position:** Executive Director of Suffield Community Aid

**Posted:** March 11, 2024

**Application Period Ends:** April 10, 2024

**Reports to:** Board of Directors

**Supervises:** Community Outreach Social Worker, Administrative Assistant & Social Services Coordinator

**Job Summary:**

The Executive Director is responsible for strategic planning & analysis, as well as the administration, coordination, and day-to-day operations of Suffield Community Aid, (SCA) in the execution of its mission. The Executive Director functions in accordance with the SCA Board of Directors policies and guides all aspects of the organization with a focus on delivering optimal supportive health and social services to Suffield residents.

**Required Qualifications:**

Education:

- A Master's degree in Social Work from an accredited program, a Master's degree in a related field of study, or a Master's degree in a management discipline.

Experience:

- At least 5 years' experience in a strategic leadership role, preferably within a community-based social service setting.
- Supervisory experience.

Knowledge, Skills & Abilities:

- An ability to demonstrate initiative and good judgment in determining and meeting the needs of the community, the residents, and their families.
- Strong multi-tasking skills.
- Knowledge of casework practices including engagement, assessment, intervention, monitoring, and evaluation with individuals, families, and groups
- Knowledge of and ability to follow federal, state, and other pertinent regulations.
- An understanding of the budget process and of the financial impact of decisions.
- Excellent crisis intervention skills.

- Ability to cultivate effective partnerships with outside organizations, funders, and donors, Board members and Town officials to further organizational goals.
- Strong track record of leading, supervising and developing staff & volunteers.
- Strong knowledge of current technology, including, but not limited to Microsoft Office, Excel, and PowerPoint.
- Strong oral and written communication skills.
- QuickBooks & WordPress familiarity a plus.
- Must have a valid driver's license.

#### **Primary Job Functions:**

Please note this job description is not designed to cover or contain a comprehensive listing of functions, activities, duties, or responsibilities that are required of the employee for this job. Functions, duties, responsibilities, and activities may change at any time with or without notice.

#### **Promote the positive image of the Suffield Community Aid to the community:**

- Develop a collaborative relationship with community agencies, donors, peers, and other stakeholders to increase their awareness of SCA activities.
- Act as key spokesperson for the organization, communicating and promoting its presence, interests, and credibility in the community.

#### **Develop, coordinate, and evaluate programs and services to ensure that the supportive health and social service needs of Suffield residents and their family members are addressed:**

- Create and direct organizational strategy to achieve target outcomes, while ensuring quality & effectiveness of each program and activity; seek to enhance the services of SCA consistent with its mission, in response to needs identified in the community.
- Develop and implement programs and services for the residents of Suffield to promote financial, social, and physical well-being.
- Monitor & track current SCA programs & services to ensure effective and efficient use of staff and financial resources.
- Update & monitor the SCA Emergency plan with the Suffield Police Department to ensure basic needs are met when staff is not readily available.

#### **Supervise staff and volunteers to ensure the quality of the services provided:**

- Cultivate & support strong staff performance with a focus on staff development, collaboration, shared goals, and engagement; recruit additional or replacement staff when needed.
- Direct the day-to-day functions to ensure policy compliance as well as the overall strategy and direction of the organization.
- Recruit, train, and maintain volunteers base – including background checks, onboarding, scheduling, recognition, and compliance.

#### **Manage the fiscal operations of SCA:**

- Ensure clear and accurate accounting and financial reporting to allow the Board to monitor performance and make informed decisions.

- Develop annual program budget and monitor revenues and expenditures to ensure budget compliance.
- Develop and coordinate the annual fund-raising program.
- Responsible for all aspects of daily operations including financial functions, building maintenance, technology, and insurances.
- Monitor Property, Liability and Disability insurance coverage – including applications, renewals, audits, and compliance.
- Negotiate, administer, and monitor Town Contract for delivery of services.
- Submit applications and performance outcomes for outside funding sources.

**Physical/Mental Exertion/Environmental Conditions:**

Works in office setting subject to continuous interruptions and background noise. Includes exposure to computer screens on a daily basis. Will be required to lift medium to heavy boxes and medical equipment up to 50 pounds. Must be able to work under stress from demanding deadlines and changing priorities and conditions. There is some in-state travel and occasional after hour meetings and events.

**Compensation and benefits:**

\$70,000 - \$100,000 annually, salary commensurate with experience, 13 paid holidays per year, paid sick and vacation days, medical insurance, 401(k) match, short-term disability, long-term disability, employee assistance program, and life insurance.

**How to apply:**

For an employment application, please visit [www.suffieldcommunityaid.org](http://www.suffieldcommunityaid.org) Please send completed application, resume and letter of interest to SCA, 450 South Street, Suffield, CT 06078 or email to [daniellea@suffieldcommunityaid.org](mailto:daniellea@suffieldcommunityaid.org)

**EEOC Statement:**

It is the policy of Suffield Community Aid to provide equal employment opportunity to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law. In addition, Suffield Community Aid will provide reasonable accommodations that do not present an undue hardship for qualified individuals with disabilities.