

Malta House Executive Director Search

Position Overview

Malta House is seeking a highly skilled professional with nonprofit and fundraising experience, business acumen and a passion for service as its next Executive Director. This is an opportunity for an outstanding leader to join a highly regarded organization and lead a committed and passionate team of staff and volunteers as the organization positions itself for growth.

The Executive Director (ED) will be a proven leader, driven by a passion for Malta House's mission. The ED will be a highly visible member of the community, representing the organization throughout the region. Inspired by a genuine passion for helping mothers achieve self-sufficiency, the ED will be a strategic leader who, in collaboration with the Board, will set and articulate a clear vision for the organization; spearhead the development and implementation of strategies; assure the continued operational and financial health of the organization; and spearhead its growth consistent with the organization's strategic plan.

The ED will be responsible for working closely with the development department to ensure Malta House is on track to meet budgeted revenue projections and should have a keen understanding of the importance of donor cultivation and donor-centric fundraising and be willing to solicit major gifts.

The ED will direct a staff of employees and volunteers to ensure the delivery of quality programs and services and be responsible for driving positive outcomes as our programs, systems and staff continue to evolve as the organization grows.

The ED will lead Malta House forward to achieve its mission, strategic vision and financial objectives, while ensuring the organization's external presence, internal controls and fiscal policies are aligned with its mission and vision.

Contact Information

To apply, please submit an email to both pbarrett@nesc.org and to stanwar@nesc.org with the subject heading "Malta House: Executive Director: Last Name, First Name"; and attach your resume plus a cover letter indicating why you would be the best candidate.

Job Description

(see following pages)

Title: Malta House Executive Director

Reports to: Chair of Malta House Board of Directors

Position Summary:

Manage all aspects of the operation of Malta House and be accountable for achieving the strategic and operational goals of the organization by:

- Directing all Malta House mission-focused activities to achieve the strategic vision within the boundaries of the organization's financial objectives, both fundraising and expenses
- Ensuring the organization's recognizable presence as a highly visible member of the community
- Ensuring that all internal policies are aligned with the Malta House mission
- Managing a team of staff and volunteers to accomplish the organization's objectives.

Duties and Responsibilities:

Strategic Vision/Board Directives

- Provides leadership and vision for the organization (in concert with the Board of Directors)
- Serves as the lead staff support to fulfill Malta House Board directives and to implement strategic plan elements related to:
 - Increase annual revenue to cover increased operating costs.
 - Establish a staff structure that supports optimal, efficient operations.
 - Establish procedures to achieve leadership continuity.
 - Ensure our programs operate in a manner that incorporates our mission and core values with current best practices and the highest standards of care.

Management/Daily Operations/Programs

- Manage overall operations of Malta House
- Ensure that all Malta House activities and actions are consistent with Malta House's mission and Statement of Principles.
- Establish and oversee managerial and administrative functions including the development of policies, procedures, rules, and regulations to meet objectives set by Board of Directors
- Evaluate, motivate, and manage direct reports (Program Director, Business Manager, Development Director and Human Resources Manager)
- Oversee development of annual budget and ensure that operating expenses are consistent with budgeted amounts.
- Oversee the financial status of the organization including long and short-range financial plans, monitoring the budget and ensuring sound financial controls are in place; set financial priorities accurately to ensure the organization is operating in a manner that supports the needs of the program and staff.
- Facilitate cross-departmental collaboration and strengthen internal communications with staff throughout the organization; create and promote a positive, multicultural work environment that supports consistency throughout the organization's strategy, operational methods and data collection needs.
- Collaborate with Program Director to ensure success of Malta House programs and the safety of all residents.
- Oversee the planning, implementation and evaluation of Malta House's' programs and services.
- Ensure that Malta House's programs and services contribute to the organization's mission and reflect the priorities of the Board.
- Provide support to the Board and its committees by overseeing preparation and distribution of meeting agendas and supporting materials.
- Ensure all policies are in compliance with Federal, State and Local laws.

Fundraising/Development/Public Relations/Advocacy

- Provide leadership for and oversee fundraising planning and implementation.
- Ensure that Malta House is consistently presented in a strong, positive image.
- Establish, maintain, and cultivate relationships with existing and new donors.
- Establish strategies to approach potential donors.
- Serve as a liaison between the Board of Directors and current/potential donors as well as civic, professional, religious, and social groups.
- Make presentations to civic, professional, religious, and social groups to explain program direction, funding needs, and volunteer opportunities/participation.
- Promote Malta House through public appearances, publicity releases, and strategic marketing plans and perform other public relations activities as needed.
- Collaborate with the Director of Development and the Development Committee in developing timetable for fundraising events and with event planning and related activities.
- Oversee preparation of Annual Report.
- Oversee administration of fundraising records and documentation.
- Assist with budget planning and ensure that development expenses are consistent with budget.

Qualifications:

- A minimum of 15 years of overall professional experience.
- A minimum of 5 years of experience leading, developing, and motivating direct reports and teams.
- Nonprofit leadership: 5 years (preferred).
- Fundraising: 5 years (preferred).
- Homeless services: 3 years (preferred).
- A Bachelor's degree or higher in public administration, business, or a related field (a Master's degree in public administration would be ideal).

Required Experience, Knowledge, and Skills:

- Experience working with the Board of Directors of a nonprofit organization.
- Ability to communicate information clearly and effectively, including the vision and the mission of the organization.
- Ability to demonstrate empathy, be sensitive to the needs of others, and use reason when dealing with emotional topics.
- Ability to effectively manage and prioritize multiple projects and work independently.
- Ability to establish and maintain effective relationships with internal and external customers.
- Ability to make decisions on available information and take action, and to make commitments and not change decisions when challenged.
- Ability to present information to a broad range of audiences, including one-on-one, small and large groups, direct reports, and Board settings.
- Ability to think strategically and anticipate future organizational needs and be able to transfer those strategies to plans for the organization.
- Knowledge of the Fairfield County philanthropic landscape is a plus.
- Fundraising experience in the national or regional pro-life domain is a plus.
- Familiarity with Donor Perfect is a plus.

Salary Range: \$120,000 to \$140,000 per year (full-time)