

HilltownFamilies.org



COMMUNITY-BASED EDUCATION NETWORK

Hilltown Families Executive Director Job Description

POSITION: Executive Director

REPORTS TO: Board of Directors

LOCATION: Western Massachusetts, work from home

HOURS & COMPENSATION: 20 hrs/week; \$20/hr. Evening, weekends, and overtime hours to accommodate activities such as Board meetings and representing the organization at public events may be required, at times.

ABOUT HILLTOWN FAMILIES:

Hilltown Families' mission is to support the common good of our community through the development of a sense of place through community engagement. We do so through **Community-Based Education**. This process of learning unites community members through shared interests and experiences, establishes a shared history, and deepens a connection to the places they share. This development of a **sense of place** in our children and citizens through **community-based education** and **engagement** cultivates **resilient and sustainable communities**.

Hilltown Families' model of learning reveals the embedded learning opportunities that are found everywhere in our communities. Through writing, we interpret and showcase the educational and social value to be gained through engagement, and make this information accessible via our online networks. The venues for community engagement include community events, local institutions, community service, and self-initiated activities.

Key to our model is Hilltown Families' online grassroots communication network for families living throughout the four counties of western Massachusetts. It consists of an award-winning website (www.HilltownFamilies.org), eNewsletter, radio show/podcast, social networking platforms, online bulletin boards, and community building events. On all of our platforms, throughout our network, we underscore placemaking opportunities that integrate learning and are non-commercial in nature. Events can be age-specific or intergenerational, involve sharing

Hilltown Families: Community-Based Education Network™

Supporting Education Through Community Engagement

Post Office Box 332

Williamsburg, MA 01096-0332

www.HilltownFamilies.org | info@hilltownfamilies.org

of knowledge and skills, support creative-free play, involve nature-based learning and art education, and promote a wide variety of learning curricula.

THE FUTURE OF HILLTOWN FAMILIES:

Over the last twelve years, Hilltown Families has grown from a local listserv serving neighbors in the Hilltowns to a 501(c)3 serving all four counties of Western Massachusetts. As we look to the future, Hilltown Families is on a trajectory to lead the emergence of a new culture of learning that is based in the community, infused with local values, and supports authentic community connections. There is a growing national awareness in the fields self-directed learning, placemaking, and mindfulness - all of which are central to Hilltown Families' current mission and our vision for the future.

Hilltown Families' new Executive Director will be an integral part of executing this vision:

As a local mission-based network, Hilltown Families will integrate virtual communication with physical space. We will become a national flagship organization for the larger Community-Based Education Network™ that our founder, Sienna Wildfield, is spearheading. As such, Hilltown Families will

- showcase a Community-Based Education (CBEdU) framework to local and national stakeholders,
- provide an online portal for a national affiliate network, and
- offer the physical space to support self-directed learning for all ages on a local level and concepts of CBEdU on a national level.

SUMMARY:

The Executive Director will have overall strategic and operational responsibility for Hilltown Families' staff, programs, evaluation, expansion, and execution of its mission. The Executive Director will work with the Board of Directors, the Program Manager, and the consultant and trainer from the Community-Based Education Network™ (Founder and former Executive Director, Sienna Wildfield) to learn current duties, financial plans, and projects, and projected needs for the organization. Staff will provide context and support during the initial leadership transition. Hilltown Families currently employs a knowledgeable program staff and has an engaged and well-equipped Board of Directors that are eager to support our new Executive Director.

ROLES, FUNCTIONS, & RESPONSIBILITIES:

Hilltown Families' ideal Executive Director will provide the following:

Leadership & Board Governance

- Participate with the Board of Directors in developing a vision and strategic plan to guide the organization

- See that the board is kept fully informed on the condition of the organization and all important factors influencing it.
- Foster effective teamwork between the Board and the Executive Director and between the Executive Director and staff
- Attend all Board of Directors meetings
- Represent the organization at community activities to enhance the organization's community profile
- Conduct official correspondence on behalf of the Board, as appropriate, and jointly with the Board, when appropriate

Operational Planning & Management

- Develop an operational plan which incorporates goals and objectives that work towards the strategic direction of the organization
- Ensure that the operation of the organization meets the expectations of its clients, community-members, Board, and Funders
- Oversee the efficient and effective day-to-day operation of the organization
- Draft policies for the approval of the Board and prepare procedures to implement the organizational policies; review existing policies on an annual basis and recommend changes to the Board as appropriate
- Ensure that personnel, client, donor and volunteer files are securely stored and privacy/confidentiality is maintained
- Provide support to the Board by preparing meeting agenda and supporting materials

Program Planning & Management

- Oversee the planning, implementation, and evaluation of the organization's programs and services
- Work with the Program Manager to ensure that the programs and services offered by the organization contribute to the organization's mission and reflect the priorities of the Board

Human Resources Planning & Management

- Determine staffing requirements for organizational management and program delivery
- Oversee the implementation of the human resources policies, procedures, and practices
- Recruit, interview, and select staff that have the right technical and personal abilities to help further the organization's mission
- Maintain a climate which attracts, keeps, and motivates a diverse staff of top quality people
- Ensure that all staff receives an orientation to the organization and that appropriate training is provided
- Coach and mentor staff as appropriate to improve performance

- Discipline staff when necessary using appropriate techniques; release staff when necessary using appropriate and legally defensible procedures

Financial Planning & Management

- Work with staff and the Board (Finance Committee) to prepare a comprehensive budget
- Work with the Board to secure adequate funding for the operation of the organization
- Collaborate with the Board Treasurer on the creation of financial statements that accurately reflect the financial condition of the organization.
- Research funding sources, oversee the development of fundraising plans, and write funding proposals to increase the organization's capacity to fulfill our mission
- Participate in fundraising activities as appropriate
- Approve expenditures within the authority delegated by the Board
- Ensure that sound bookkeeping and accounting procedures are followed
- Process and pay bills
- Administer the funds of the organization according to the approved budget and monitor the monthly cash flow of the organization
- Provide the Board with comprehensive, regular reports on the revenues and expenditure of the organization
- Ensure that the organization complies with all legislation covering taxation and withholding payments
- Use external presence and relationships to garner new opportunities.

Community Relationships & Advocacy

- Deepen and refine all aspects of communications—from web presence to external relations with the goal of creating a stronger brand.
- Communicate with stakeholders to keep them informed of the work of the organization and to identify changes in the communities served by the organization
- Establish good working relationships and collaborative arrangements with community groups, funders, and other organizations to help achieve the goals of the organization

Risk Management

- Identify and evaluate the risks to the organization's people (clients, staff, management, volunteers), property, finances, goodwill, and image. Implement measures to control risks
- Ensure that the Board of Directors and the organization carries appropriate and adequate insurance coverage
- Ensure that the Board and staff understand the terms, conditions, and limitations of the insurance coverage

QUALIFICATIONS:

Experience & Education

Required

- Significant experience as a paid or volunteer leader at a not-for-profit organization
- Several years of experience working with, and learning from, diverse communities
- Proven track record of success in a leadership position overseeing operations of an organization or program with exposure to foundations, while maintaining solid relationships with staff, board, donors and community
- Experience in leading the process of ongoing strategic planning
- An entrepreneurial spirit

Preferred

- A minimum of three years of senior level nonprofit organization experience
- Experience in public speaking/public relations
- University degree in a related field
- Has existing relationships with local businesses and organizations within Western Mass
- Successful resource development, fundraising, and philanthropy experience.

Knowledge, Skills, & Abilities

- Knowledge of leadership and management principles as they relate to non-profit/voluntary organizations
- Knowledge of federal and state legislation applicable to voluntary sector organizations including: employment standards, human rights, occupational health and safety, charities, etc.
- Knowledge of current community challenges and opportunities relating to the mission of the organization
- Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders and cultures
- Knowledge of human resources management
- Knowledge of financial management
- Knowledge of project management

Technology Skills

- Word processing
- Google Drive
- Financial management
- E-mail
- Internet & Social Media
- Quickbooks
- HTML coding (*preferred*)
- Digital design (*preferred*)

Personal characteristics

- **Behave Ethically:** Understand ethical behavior and business practices, and ensure that your own behavior and the behavior of others is consistent with these standards and aligns with the values of the organization.
- **Embrace Diversity:** Able and eager to collaborate with the full spectrum of diverse businesses, organizations, and communities in Western Mass
- **Build Relationships:** Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organization.
- **Communicate Effectively:** Speak, listen, and write in a clear, thorough, and timely manner using appropriate and effective communication tools and techniques.
- **Creative/Innovative:** Develop new and unique ways to improve operations of the organization and to create new opportunities that further Hilltown Families' mission.
- **Focus on Community:** Anticipate, seek out, understand, and respond to the needs of communities within all four counties of Western Massachusetts, particularly those that have been marginalized and underserved in the area of access to quality education.
- **Foster Teamwork:** Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- **Lead:** Positively influence others to achieve results that are in the best interest of the organization.
- **Make Bold, Effective Decisions:** Assess situations to determine importance, urgency, and risks. Make clear decisions which are timely and in the best interests of the organization.
- **Organize:** Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information, and activities
- **Plan:** Determine strategies to move the organization forward, set goals, create and implement action plans, and evaluate the process and results.
- **Solve Problems:** Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.
- **Strategize:** Assesses options and actions based on trends and conditions in the environment, the vision and values of the organization, and the capacity of staff, board, and finances.
- **Action-oriented:** Plan and act with entrepreneurial spirit that is adaptable, innovative, and self-directed.
- **Adaptable:** Demonstrate a willingness to be flexible, versatile, and tolerant in a changing work environment while maintaining effectiveness and efficiency.
- **Positive Attitude:** Demonstrate passion, idealism, and integrity in service of achieving Hilltown Families' mission. Enthusiastically promote Hilltown Families' mission of engaging local residents in community-based education.

EVALUATION: A mutual assessment by both the Board of Directors and the Executive Director will occur at the close of twelve weeks to assess the progress made by the ED, staff, volunteers,

and the organization. For the first twelve months, evaluation by the Board of Directors will occur quarterly. At the conclusion of the Executive Director's first twelve months, evaluation will occur annually.

APPLICATION DEADLINE: Until filled.

APPLICATION PROCEDURE: Please send your resume and cover letter to Hilltown Families' Program Manager, Courtney Supple (csupple@hilltownfamilies.org). Please outline why you're interested in this position and the life experiences - personal and professional - that prepare you for it. The cover letter should also include answers to the questions below:

- 1) Hilltown Families has set the following goals for its next stage of growth and development. What is your strategy for achieving this vision?
 - a) showcase a Community-Based Education (CBEdU) framework for a national audience,
 - b) provide an online portal for a national affiliate network, and
 - c) offer the physical space to support self-directed learning for all ages on a local level and concepts of CBEdU on a national level
- 2) How will *your* leadership help us achieve this vision?
- 3) Our organization is rooted in the act of connection - connecting people to people, to places, to ideas, to cultures, to resources, etc. We are growing into a national network of community-based education affiliates, with Hilltown Families as the flagship organization. Describe your past experiences with connecting, motivating, and supporting people and communities. How will these experiences inform your work with Hilltown Families?