



EXECUTIVE DIRECTOR

Our Mission: Future 5 helps connect motivated, under-resourced students in Stamford to their full potential, leading to independence, economic mobility, and productive citizenship.

Overview: [Future 5 Field Guide](#)

Future 5 is seeking an Executive Director with a strong track record of non-profit or corporate organizational management to join a creative and highly mission-driven team. This position presents an exciting opportunity for a seasoned and collaborative leader the ability to grow an established organization in the youth development space. The ideal candidate should have extensive management experience, a successful history of fundraising, experience building community-based partnerships and collaborations and an understanding of how data analytics can be implemented for articulation of impact and organizational effectiveness.

Key Responsibilities

Leadership & Management

- Lead, coach, develop and retain Future 5's full and part-time staff and volunteer coaching community.
- Ensure ongoing, rigorous program evaluation and consistent quality of finance and administration, fundraising, communications and systems; recommend timelines and resources needed to achieve the strategic goals.
- Collaborate with the Board of Directors in developing an annual business plan and strategic plans to guide the organization. Develop, maintain and support a strong Board of Directors and Board of Advisors, including a vibrant, engaged committee structure. Actively cultivate constituents, partnering organizations and donors.

Human Resources & Management

- Establish a positive, healthy, collaborative and safe work environment.
- Working with HR, recruit, interview and select staff with the proper skill sets and attributes to help further the organization's mission.
- Oversee the implementation of human resources policies and procedures, including the development of clear job descriptions and performance evaluations for all staff.

Membership & Programs

- Work with the Managing Directors of High School Programs and College and Career Success to ensure that Future 5 maintains an innovative membership experience and dynamic programs and workshops that demonstrate measurable results.
- Ensure effective systems are in place to track progress and program outcomes so as to measure achievements that can be effectively communicated to the Board, donors, and other constituents.
- Establish and maintain clear protocols for the effective sourcing, oversight and management of Future 5 volunteers, including well defined roles and expectations.

Fundraising, Development & Communications

- With the Development staff and the Board's Development Committee, ensure that the organization secures the necessary resources to meet its goals and objectives according to the annual fundraising plan.
- Oversee and grow the Future 5 Scholarship funds and evaluate the feasibility of an Endowment fund.

- Lead planning, with staff and Board, of all communications, marketing and public relations.

Community Relations

- Establish a strong community presence that leverages the credibility of Future 5's relationship with the Stamford community and promote the achievements and potential of the organization to the educational community, political leaders and employers.
- Act as the organization's key point of contact in the greater Stamford community while encouraging and supporting Future 5's Board, staff, and stakeholders to build the organization's presence and reputation through a variety of media and public engagement opportunities.

Financial Management

- Execute effective fiscal policies and procedures and operate Future 5 in a transparent and financially responsible fashion. This includes timely budgeting, financial reporting, audits, and compliance with all applicable laws and regulations.
- Develop annual budgets for Board approval in collaboration with the Board's Finance Committee.

Qualifications

Experience

- Ideal candidate will have three to five years of management leadership in an organization, including direct supervision of at least 10 staff members and an operating budget of at least \$2 million.
- Successful track record building strong teams.
- Experience playing multiple roles simultaneously with a willingness to manage, engage and assist staff members at all levels.
- Experience recruiting, developing and engaging with a high-level, engaged Board and major donors.
- Demonstrated attention to detail, strong organizational and interpersonal skills
- Experience using data to communicate organizational impact to external partners
- Proven track record for using data to improve organizational effectiveness
- Ability to thrive leading a team in a fast-paced environment
- Ideal candidate will have experience in youth development/education/college access and/or college success

Community Engagement

- Knowledge of Stamford, CT or similar type community a plus.
- Familiarity with Future 5's constituency.
- Experience developing a strong community presence with an ability to speak to a variety of diverse constituents and stakeholders, donors and funders.

Revenue, Fundraising and Development

- Record of successful fundraising development with demonstrated growth and a history of building strong donor relationships.
- Experience identifying, securing, and managing foundation grants as well as corporate sponsor partnerships.

Financial Management

- Strong financial acumen and experience managing budgets.

Technological Capability

- Proficiency in all components of Microsoft Office (Word, Excel, PowerPoint) and GSuite products
- Proficiency in CRM for nonprofits and in particular Donor Perfect.

Education

- BA/BS is required, advanced degree preferred.

Compensation:

The successful candidate will be offered a competitive compensation package including benefits.

Application Instructions:

Applicants should reply with a resume and cover letter that references their experience in relation to the qualifications listed in the position description. No phone inquiries will be accepted; all inquiries and resumes should be submitted via email to careers@futurefive.org.

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