EXECUTIVE DIRECTOR POSITION OPENING

Organizational Background
Sibling Connections (SC) is a 501(c)(3) organization based in Boston, MA. Its mission is to create enduring family relations for siblings in foster care who are separated from one another. Since its inception in 2005, SC programs have enabled more than 800 siblings, ages 7-21, to connect with each other to strengthen their sibling bonds. Each year, SC offers weekend recreational programs, weekend retreats, a week-long summer camp, and youth leadership program (YLP) that runs at camp. With an operating budget of $300K+, a staff of four and more than 125 volunteers, SC is the sole organization in Massachusetts focused on providing siblings in foster care opportunities to stay connected.

JOB RESPONSIBILITIES:
- Establish and maintain relationships with various organizations throughout the state and utilize those relationships to strategically enhance SC’s mission.
- Supervise SC’s staff and volunteers to support the planning and carrying out of SC’s programs as described above.
- Partner with Board (to whom ED reports) to establish and implement an effective fundraising strategy, foster existing donor relationships, and identify opportunities to strengthen and diversify our base of support as we grow our budget.
- Oversee marketing and other communications efforts.
- Manage administrative and human resource-related functions required to maintain day-to-day operations.
- Manage day-to-day office communication with Board members, the public and other stakeholders.
- Serve as SC’s primary spokesperson to the organization’s constituents, the media, and the general public.
- Review and approve contracts for services.
- Participate in SC Board and committee meetings.
- Oversee marketing, social media and other communications efforts.
- In conjunction with the Finance Committee, manage fiscal oversight and on-going financial matters including creating the annual operating and program budget, monitoring revenue and expenditures, and financial reporting.
• Other duties as assigned by the Board of Directors.

PROFESSIONAL QUALIFICATIONS

1. A bachelor’s degree or higher
2. Ability to provide leadership, vision and inspiration
3. Three to five years of non-profit management experience, or experience that is transferable to the non-profit sector
4. Familiarity with the MA Department of Children and Family Services is a plus
5. Solid, hands-on budget management skills, including preparation, analysis, decision-making, and reporting
6. Strong management and organizational abilities, including planning, delegating, program development, and task facilitation
7. Knowledge of fundraising strategies and donor relations unique to the non-profit sector
8. Ability to work and communicate well with others, including staff, board members, volunteers, and youth in the programs
9. Strong written and oral communication skills, and strong public speaking ability
10. Working knowledge and experience with Microsoft Office applications.

COMPENSATION

This is a full-time position with flexible hours and opportunities to work remotely. Competitive compensation for a successful candidate. SC is an EEO/AA Employer.

TO APPLY: send a resume and cover letter to:

Sibling Connections Board Chair: Susan Janosky, sejanosky@gmail.com