



POSITION DESCRIPTION

EXECUTIVE DIRECTOR

OPPORTUNITY:

Building One Community (B1C) seeks a passionate and inspirational leader committed to advancing the successful integration of immigrants and their families. This is a unique opportunity to capitalize on the B1C's assets and successes to date and to further strengthen its programs, infrastructure, partnerships, and commitment to deliver compassionate service to immigrants. The Executive Director must be an immigration expert who can act as a strong voice in the community while leading programmatic, operational, and financial oversight for the organization.

The new Executive Director, along with B1C's Executive Team, will provide strategic leadership; ensure the development and delivery of programs; implement the strategic plan and vision; leverage B1C's assets, reputation, and talented staff; galvanize its community partnerships; be a strong communicator; drive fundraising efforts; lead community advocacy efforts; and maintain a strong partnership with the Board. B1C's Executive Team is comprised of four directors.

ABOUT THE ORGANIZATION:

B1C was founded in 2010 in Stamford, CT by a group of community leaders who were determined to meet the needs of local immigrants to assure their success in their new community. Immigrants who relied on a patchwork of services in a system that didn't fully understand their needs – and those who went without any support at all – discovered a place created with them in mind. Since then, thousands of Stamford-area immigrants and non-immigrants have come together to build one stronger community.

B1C remains steadfast in its commitment to be the Center for the Immigrant Opportunity. Its programs **educate**, **employ**, and **empower** immigrants and **engage** the entire community. Through B1C, immigrants acquire the tools they need to be self-sufficient and successful, strengthening their families and the entire Stamford community in the process. Over the past fourteen years, B1C has served over 19,000 immigrants from 129 countries and currently serves 4,500 immigrants annually. For more information, visit <https://bic.org/>

AREAS OF RESPONSIBILITY INCLUDE:

Organizational Leadership:

- Oversee design, implementation, evaluation and quality of all programs.
- Develop and maintain community partnerships with the objective of creating linkages that extend program reach into the community.

- Lead the Executive Team to promote a collaborative and inclusive culture that attracts, motivates and retains highly capable professional staff at all levels of the organization.
- Work collaboratively with the Board of Directors to set and achieve the organization's strategic direction.
- Establish organization-wide annual goals that are both ambitious and realistic, and aligned with the strategic plan.
- Provide data and rationale to support the agency's strategic decisions.

Relationship Building & Stakeholder Engagement:

- Acts as the primary liaison between the organization and funders, community and government leaders, partner agencies and the larger community.
- Serve as the chief spokesperson for the organization, actively working to raise awareness of organization's mission and advocate for immigrant rights.
- Represent B1C on local, regional and statewide committees, workgroups, and coalitions.

Fund Development:

- In partnership with the Director of Development and External Relations, grow a diversified funding base (e.g., individuals, corporations, foundations), to support B1C's \$4.1 million annual budget.
- Provide oversight and support of the staff's activities with annual giving that include grant writing, cultivation and stewardship of donors, direct mail, and the annual fundraising events.
- Maintain consistent and ongoing processes for donor and community relations to promote awareness of B1C and uphold highest standards for donor intent.

People & Operations Management:

- Lead an executive team of six with a staff of over 40 full- and part-time professionals.
- Maintain a strong and welcoming organizational culture.
- Recognize and embrace the philosophy that volunteers are a key asset of the organization, and encourage volunteers to assume key roles in the organization.
- Manage and oversee the organization's budget to ensure its financial stability and sustainability.
- Provide regular financial monitoring reports to the Board.

QUALIFICATIONS:

Our ideal candidate will embody the values of Building One Community and bring a strong commitment to the mission through leadership and strategic insights with the following skills and characteristics:

- Subject matter expert in immigration policy.
- Demonstrated success in leadership roles.
- Project management and organizational skills, attention to detail, and ability to set and meet deadlines with competing priorities.
- Strong people management skills, with the ability to build high-performing teams, create strong and positive team culture, and coach and develop skills in others.

- Experience setting strategic vision and bringing vision to fruition through clear and actionable planning and execution.
- Cultural competency and experience working with a diverse range of stakeholders.
- Proven track record in successful fundraising and donor relations, including grant writing experience.
- Financial acumen and the ability to develop and manage budgets.
- Has a learning mentality.
- Familiarity with Fairfield County preferred.
- Compelling communicator, speaker, and writer.
- Commitment to fostering inclusivity and equity.
- Grace under pressure.
- Preferably a personal connection to the immigrant community.
- Fluency in Spanish strongly preferred.

COMPENSATION AND BENEFITS:

The position is a full-time salaried position with generous paid time off, health insurance, life insurance, and retirement benefits. The salary range is \$175,000 - \$190,000 dependent on relevant qualifications and experience. The Executive Director is expected to work regular on-site business hours with some evening and weekend hours required for board meetings and to support program and donor events.

EQUAL OPPORTUNITY EMPLOYER:

B1C is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, age, sexual orientation, gender identity, national origin, veteran or disability status.

TO APPLY:

The search is being conducted by The Strategy Group. Interested candidates should send a resume or profile summary that showcases their skills and experiences, as well as a compelling cover letter describing their interest and how their qualifications and experience match the needs and mission of B1C.

All cover letters and resumes should be sent as **ONE PDF DOCUMENT** titled “**Last Name Cover Letter and Resume**” to nonprofitjobs@thestrategygroupllc.org. **Please title emails as BUILDING ONE COMMUNITY in the Subject Line.** Resumes will be accepted until the position is filled.