



## **POSITION DESCRIPTION CHIEF EXECUTIVE OFFICER**

### **OPPORTUNITY:**

Norwalk ACTS is seeking an entrepreneurial Chief Executive Officer (CEO) to lead its organization. The CEO will be a visionary, dynamic leader who can grow and lead the backbone organization, facilitate the collective success of this regional effort, and serve as a public ambassador for the organization. More specifically, the CEO will also drive Norwalk ACTS's internal and external functions, including strategy, communications, community engagement, and data functions.

Working closely with the Board of Directors, the CEO is responsible for managing the key functions of the organization including board management & governance, staff oversight, business operations & financial management, development & fundraising, key stakeholder engagement, and other duties necessary for operation of the 501(c)3. The CEO serves as the face of the organization, building key relationships and making connections that are essential to move the collective impact work forward in Norwalk. This includes interfacing with policy makers, cross-sector partners, and national StriveTogether network colleagues. Individuals of diverse racial, ethnic, gender and cultural backgrounds along with bilingual candidates are encouraged to apply.

### **ABOUT THE ORGANIZATION:**

Norwalk ACTS is a collective impact partnership that brings people together in a structured way to achieve social change. Unlike other nonprofit organizations, it is a cross-sector cradle to career partnership comprised of over 200 community and civic leaders, educators, organizations, and individuals committed to collective impact and the mission: *To collectively transform systems by ensuring resources, policies, practices, and power structures actively dismantle racism and drive equitable outcomes for every Norwalk child and young person.* Norwalk ACTS is a member of the StriveTogether Cradle to Career Network. StriveTogether partners with nearly 70 communities across the country to advance equity so local success stories can become a reality for every child, everywhere. Together, StriveTogether transforms failing systems with a collaborative improvement methodology and a proven, data-driven framework for change. To learn more: <https://www.norwalkacts.org/>

## **AREAS OF RESPONSIBILITY INCLUDE:**

### **Leadership:**

- Provide visionary leadership and management to a core team of change agents composed of staff, board, and community members, ensuring all are aligned and collaborating to achieve organizational results.
- Serve as the chief spokesperson for the organization, actively working to raise awareness of organization's mission and advocate for community collaboration and social change.
- Work closely with the Deputy Director to craft and adapt the strategy to drive forward the overall collective impact agenda for Norwalk ACTS.
- Ensure that goals of inclusiveness, equity, and diversity among staff and partners are met.

### **Strategic and Stakeholder Management:**

- Build the Backbone's identity as a respected, neutral convener among a broad spectrum of local stakeholders.
- Cultivate excellent working relationships with community leaders involved in the initiative in a way that can inspire collective action without formal authority.
- Work closely with the Deputy Director to ensure effective facilitation of all workgroup and strategy group meetings and provide regular reports on group progress against goals and indicators.
- Identify and recruit additional stakeholders to participate in Norwalk ACTS' work.
- Collaborate with StriveTogether, including the national office and with communities across the country, and specifically monthly with the four other CT StriveTogether communities in Stamford, Bridgeport, Danbury, and Waterbury.

### **Resource Development:**

- Grow a sustainable, diversified funding base (e.g., individuals, corporations, foundations), allowing Norwalk ACTS to fund its \$1.6 million annual budget.
- Connect philanthropic community to community needs. Work with Development Associate to identify, write, and secure grants in support of the organization.
- Work with the Norwalk ACTS team to create a business model that can potentially generate additional revenue through member fees, registration fees, fee for service, etc.

### **Advocacy:**

- Lead the policy work of Norwalk ACTS by building relationships with a wide variety of leaders across the region and state to increase support for effective and equitable policy ideas and elevate the importance of cradle to career, collective impact work.
- Work collaboratively to empower community members, key stakeholders within Norwalk and other members of the CT Cradle to Career Coalition to develop and advocate for equitable policies (local, state, and federal) that are driven and co-created by members of our served community.

- Provide advocacy through testimony and contact with legislators at the local and state level for aligned policy and funding.
- Represent Norwalk ACTS on local, regional, and statewide committees, workgroups, and coalitions.

**People & Operations Management:**

- Coach, develop, manage, and lead a full-time team of seven with the recommendations, active participation, and support of the Deputy Director.
- Maintain an organizational culture that attracts, develops, and retains excellent staff.
- Select and oversee work of consultants as appropriate (e.g., strategic planning, executive coaching, grant writing).
- Manage payroll and all human resource functions.
- Serve as the principal resource to the Board of Directors and its key committees and give strong direction in policy formulation and interpretation.
- Partner with the Board of Directors and Senior Leadership to craft organizational goals and develop strategies to ensure that they are achieved.
- Serve as a strong and skilled facilitator who can engage, guide, and empower the staff team, Board of Directors, funding partners, community partners, and other stakeholders towards measurable population-level results.

**Fiscal Stewardship:**

- Oversee day-to-day management of the organization’s finances and ensure proper accounting of all revenue and expenses.
- Prepare monthly financial statements for the treasurer.
- Develop and recommend an annual budget for board approval and prudently manage resources within budget guidelines with the help of the Finance Committee.
- Manage the annual audit and tax filing process.
- Provide oversight and management of grants to the organization.

**QUALIFICATIONS:**

Our ideal candidate will embody the values of Norwalk ACTS and with a humble spirit, bring a strong commitment to the mission through leadership and strategic insights with the following skills and characteristics:

- At least 10 years of relevant work experience, including at least 5 years managing teams in a fast-paced and high-growth nonprofit, social enterprise, or business start-up environment
- At least five years of fundraising experience and demonstrated success in cultivating donor relationships
- Advanced strategy and planning skills, including an ability to think strategically on both organizational and systemic levels over multi-year horizons
- Strong data acumen and ability to oversee complex shared-measurement systems

- Strong facilitation and presentation skills before multiple types of audiences
- Experience with complex project management and stakeholder management
- Existing relationships preferred with, or ability to build relationships with, a cross-sectoral range of stakeholders in Norwalk, including senior executives
- A track record of leading, inspiring, and developing high-performance teams
- Candidates must understand the challenges and barriers faced by marginalized communities, including but not limited to race, ethnicity, class, ability, immigration status, gender, and their intersections, and have experience engaging with and collaborating with communities of color
- Candidates must have a deep understanding of the interconnectedness of various systems, inequities, and root causes as they relate to children, youth, and families
- Outstanding communication and interpersonal skills, with the ability to build and maintain authentic relationships with a diverse set of high-profile stakeholders
- Comfort with ambiguity and ability to thrive in a fluid, entrepreneurial environment; willingness to “roll up one’s sleeves” and extend beyond formal responsibilities based on the needs of the work

**COMPENSATION AND BENEFITS:**

This position is a full-time exempt, salaried position. The salary range is \$160,000-\$180,000 dependent on relevant qualifications and experience. Full time employees are eligible for employee benefits that include medical, dental, and vision insurance for employees and dependents. All employees receive a matching 401k plan, as well as competitive paid time off policies.

The CEO is expected to work regular on-site business hours in Norwalk with some evening and weekend hours required for board meetings and to support stakeholder and donor events. The schedule is flexible, and some remote work is possible. Norwalk ACTS is a fast paced, warm, supportive, and nurturing workplace culture that offers freedom and autonomy in your day-to-day with hybrid work.

**EQUAL OPPORTUNITY EMPLOYER:**

Norwalk ACTS 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. Please submit a resume and a compelling letter of interest via email. All cover letters and resumes should be sent as **ONE PDF DOCUMENT** titled “**Last Name Cover Letter and Resume**” to [nonprofitjobs@thestrategygroupllc.org](mailto:nonprofitjobs@thestrategygroupllc.org). **Please title emails as NORWALK ACTS in the Subject Line.** Resumes will be accepted until the position is filled.