



## **Executive Director Job Description**

### **OVERVIEW**

The Merrick House Board of Trustees seeks a dynamic and engaged executive director to lead the organization as a thriving neighborhood center that engages and educates to empower people on the Westside of Cleveland.

With the changing needs of our communities, families, and youth, the Board of Trustees look to find a qualified candidate who is knowledgeable, passionate and committed to serving others. Merrick House seeks a candidate that will be a community leader with vision and passion to work with the Board in formalizing a strategic plan and be a catalyst for providing the community with exemplary programming *Lifting Lives, Strengthening Communities*.

### **BACKGROUND**

Merrick House has served Tremont and the surrounding near west side communities of Cleveland for more than 100 years. In the settlement house tradition, we have a rich history providing programs and services to the community in the areas of MomsFirst, early childhood education, youth development, and adult education. We seek to uphold the following values in all that we do:

- Tradition - We honor our legacy in the settlement movement, which is over a century old, carrying forth the goal of creating interconnected communities.
- Equity – We advance opportunity for those without access to resources, helping empower them to get ahead and achieve success.
- Inclusiveness – We pride ourselves on welcoming all people to our community destination.
- Partnership – We believe building a better community evolves from collaborating with other organizations and people that share our mission.
- Learning – We know that acquiring knowledge and skills throughout life is critical to realizing personal attainment and we offer programs that reflect this tenet.

### **QUALITIES OF A SUCCESSFUL CANDIDATE**

The next Executive Director of Merrick House must possess the following:

- Ability to lead and inspire others, from communicating organizational vision to motivating and managing a large team to achieve desired outcomes
- Desire to partner with the Board of Trustees to provide visionary leadership and stewardship High level of ethical standards and strong interpersonal competence
- Dedication to cultivate and maintain funding relationships, including seeking support, developing opportunities, and maintaining relationships with new and existing donors
- Adaptable, communicates effectively, creatively, focuses on client's needs, leads with positive influence, fosters teamwork, organized, and visionary
- Commitment toward our existing community-based programs and services and the desire and passion to develop new opportunities to better serve and support our customers and communities through collaboration with diverse community partners
- Strong analytical and decision-making skills

## **PRIMARY RESPONSIBILITIES**

### **Management**

- Oversee day-to-day operations of the organization and agency facilities efficiently and effectively, including being available on nights and weekends should crisis(es) arise
- Develop and implement policies and procedures for the effective operation of the agency
- Conduct ongoing performance management of staff to achieve desired outcomes
- Develop, support, and cultivate a talented and diverse workforce

### **Finance**

- Assure financial integrity of organization
- Develop and manage an organizational annual budget
- Monitor revenue and expenses and analyze the cost effectiveness of programs
- Manage finances of the organization to generally accepted accounting practices
- Provide timely and accurate financial reports to the Board

### **Fund Development**

- Develop and implement short and long-range fundraising plans that address the programmatic and financial needs of the organization
- Oversee fund development efforts including: annual campaign, grant proposals, and negotiations with potential funders
- Achieve funding goals in collaboration with Board Fundraising Committee

### **Board Relations**

- Work collaboratively with the Board on matters of policy, mission, and strategic planning
- Ensure that the Board is regularly informed and advised of all major developments and issues
- Assist with board development and orientation and training of new Board members
- Work with the Board during union contract negotiations

### **Program Development**

- Conduct ongoing needs assessment of community and monitor best practices to ensure effective organizational services
- Identify opportunities for program capacity building and expansion of services to meet the changing needs of community
- Monitor and evaluate all programs to ensure desired outcomes of organizational mission and strategic plan
- Oversee the planning, implementation, and execution of all programs

### **Community Engagement & Collaboration**

- Lead external relationships with community and strategic partners
- Identify opportunities to partner with community organizations to enhance the mission, vision, and values of Merrick House
- Participate on community committees, Boards, and strategic partnerships

## **QUALIFICATIONS**

### **Required**

- Bachelor's degree
- Minimum of five years work experience in community, education, human service, or social service agency with a preference for the non-profit sector
- Demonstrated written and oral communication skills
- Demonstrated ability to supervise a team (three to five years in a management level position)
- Demonstrated knowledge of fundraising and available funding sources
- Experience in non-profit administration, including: knowledge of direct service, supervision, budget management, long range planning, policy making, and program management
- Demonstrated cultural competency and understanding of under resourced communities and its impact on families and individuals
- Commitment to creating an inclusive workplace that celebrates the diversity of all of our employees, clients, and volunteers

#### Preferred

- Master's degree
- Ability to communicate in English and Spanish.
- Licensure in human or social services
- Experience and working knowledge of licenses and regulations for the Ohio Department of Job and Family Services Licenses, Ohio Department of Education's Step - Up to Quality, and Cuyahoga County's Universal Pre-K
- Experience managing portfolio of multiple funders
- Knowledge of facilities management and maintenance
- Knowledge of communications and marketing planning
- Knowledge of Cleveland's non-profit sector and social service providers
- Knowledge of Cleveland's diverse west side neighborhoods
- Demonstrated personal community involvement

#### Salary

- \$75,000 - \$85,000/annually - Commensurate with experience

#### **TO APPLY**

Applicants must provide a cover letter that highlights your qualifications, a résumé, and three professional references. Please email to: [pfine@janusmallassociates.com](mailto:pfine@janusmallassociates.com) and put "Merrick House" in the subject line. While there is no application deadline, review of applications will begin during the week of February 15, 2021. Note: interested applicants must be willing to submit a background check as part of the evaluation process. For more detailed information about Merrick House visit [merrickhouse.org](http://merrickhouse.org).

Merrick House is deeply committed to creating an inclusive workplace that celebrates the diversity of all of our employees. We respect the dignity and inherent rights of all individuals and are proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment regardless of race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status, or any other federal, state, or local protected class. We continuously focus on equitable hiring, training, promotional practices, and policies because our greatest strength is our team.