



Executive Director Impact Description

February 2025



ORGANIZATIONAL OVERVIEW

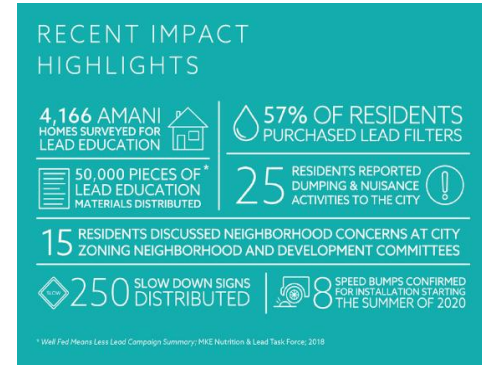
Located in the Amani neighborhood, the Dominican Center works with Amani residents and partners to build a better future. It is a resident-led revitalization effort to foster social change, partnering with Amani residents to increase access to quality education, improve health outcomes within the community and contribute to economic development. The Dominican Center is a resource for residents in the areas of adult education, housing and building neighborhood capacity, offering them support in a welcoming, compassionate, and responsive environment.

The Dominican Center is an organization that convenes alliances between community partners and residents to support the residents' priorities of Neighborhood Safety, Housing & Economic Development, and Education & Family Well-being. The Center is established and operates on the belief that residents are the experts in the community and through their leadership, Amani can and will be revitalized.

For more information about the Dominican Center, please visit: <https://www.dominican-center.org/>

POSITION OVERVIEW

The Executive Director will work closely with community partners who are at the heart of building a healthy community in the Amani neighborhood. Reporting directly to the Board of Directors, the Executive Director is responsible for leading the Dominican Center in making a positive impact on the community as it serves the residents and partners of the Amani neighborhood. The Executive Director will focus on building neighborhood capacity through education and programs related to neighborhood safety; housing & economic development; and education and family well-being, as well as the overarching goal to foster social change. They will lead the overall planning and operation of the organization while providing leadership and direction in partnership with the Board of Directors.



The Executive Director is responsible for overseeing the administration, fund development, strategic direction, and public relations of the Dominican Center. In cooperation with students, staff, volunteers, board members and neighbors, the Executive Director ensures that the Center is a place of refuge, education, employment, and support in a loving and caring environment.

PRIMARY DUTIES AND RESPONSIBILITIES

- Serve as mission spokesperson and key ambassador for the Dominican Center and its mission.
- Resident Engagement: Promote and support resident leadership development, ensuring their voices guide and inform organizational efforts.
- Stay informed on the community's needs and the Dominican Center's role in meeting those needs, as well as key organizations locally that we partner with to meet community needs.
- Oversee the development and implementation of the organization's vision, ensuring alignment with community-led priorities and long-term neighborhood goals.
- Develop and execute key fundraising strategies to support the organization's programs and initiatives, aligning with the community's needs and strategic focus areas.
- Build and maintain relationships with residents, stakeholders, local officials, funders, and partner organizations to foster trust and collective impact.
- Work with key internal and external stakeholders to establish organizational goals, develop policies and procedures, comprehensive budgets, and diverse programs.
- Procure and manage resources necessary to ensure the healthy financial operation of the organization which includes budget creation, monitoring, analysis, and reporting that is conducted in accordance with applicable laws and regulations.
- Manage the organization's staff, programs, and budget, ensuring operational efficiency and alignment with the organization's mission and strategic goals.
- Provide leadership to staff by developing administrative and operational standards that empower staff to meet their professional, programmatic, and organizational goals.



- Retain a diverse, qualified staff and volunteers by providing coaching and professional development for team members.
- Create, monitor and approve the organization's resource development efforts and programs services while ensuring those programs and fundraising results meet or exceed strategic goals and objectives.
- Oversee and communicate organizational results to Board members, staff, residents, and key stakeholders in the community.
- Establish and monitor data-driven practices to track progress, evaluate outcomes, and inform strategy adjustments.
- Represent the organization and the neighborhood ecosystem at citywide forums, funder meetings, and other decision-making convenings.
- Serve as a mediator to align resources and stakeholders.

SKILLS AND COMPETENCIES

- Commitment to supporting resident-led change through collaboration and partnerships.
- Deep understanding of assets and opportunities in the Amani neighborhood.
- Ability to oversee a comprehensive annual fund development and endowment building strategies - Proven track record of resource development.
- Strong understanding of financial statements and demonstrated fiscal responsibility.
- Excellent communication skills including informing, listening, presenting, and writing; Ability to speak effectively and persuasively to groups and individuals.
- Proven leadership skills, including negotiation, problem solving, systemic thinking, decision making, and delegation.
- Demonstrated ability to establish and maintain effective working relationships with board of directors, staff, residents, community groups, and other partners.
- Foster the Dominican Center's positive culture and operational values.
- Design meaningful measures and implement quality improvements.
- Familiarity with the operating structure of non-profit / community-based organizations.
- Five or more years in staff management and supervisory experience.
- Possess clear and concise thinking and communicating skills.
- Ability to perform in a dynamic and changing environment and interacting with diverse populations.
- Bachelor's degree or, equivalent experience, preferred.



COMMITMENTS FROM DOMINICAN CENTER

We believe Amani residents are experts in their own lives, experiences and needs and can use these to positively contribute to the improvement of the community – only residents can truly drive sustainable change. We're committed to hiring highly professional team members to serve as a resource for residents, offering services in a compassionate and responsive environment.

Dominican Center is an equal opportunity employer in accordance with local, state and federal laws. The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive description of all duties, responsibilities, qualifications and objectives required of employees assigned to this job. Dominican Center offers health, dental, vision and retirement benefits and generous time off.

The salary range for this leadership role starts at \$75,000 annually.

INSTRUCTIONS FOR APPLICANTS

Please email all items below, combined into one document, to DC@leadingtransitions.com , no later than **5:00 p.m. CT on March 3, 2025:**

1. A **letter describing your interest in** this position, including your connection to the Dominican Center mission and a **description of your salary parameters**
2. A **detailed and updated resume**; and
3. The names of, your relationship to, and contact information for, **three professional references**.

Please note:

References and background checks will subsequently be performed only with candidate permission.

All inquiries and interactions with potential candidates are kept in strict confidence.

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