



Ensuring Stability through Action in our Community

**POSITION:** Executive Director

**REPORTS TO:** Board of Directors

**JOB DESCRIPTION:** Reporting to the Board of Directors (Board), the Executive Director (ED) will have overall strategic and operational responsibility for ESAC's staff, programs, partnerships, and execution of its mission. The ED will develop deep knowledge of the field, core programs, operations, and organizational strategy.

**BACKGROUND:** Founded in 1965, ESAC is a community-based, nonprofit, multi-service agency that strives to improve the quality of life for residents of Boston and eastern Massachusetts. Focusing on children and the elderly through innovative programs in home ownership, education, and community service, ESAC helps identify problems that threaten individuals and communities, and works in partnership with other agencies to find creative, long-lasting solutions. By sending forth ripples of hope, ESAC serves as a catalyst for strengthening neighborhoods and building communities.

At ESAC, we understand that home is where families grow and memories are storied. Whether by repairing homes or securing manageable financing, ESAC works for the stability of homes and families by supporting the most vulnerable residents of Jamaica Plain. We also support the future growth and prosperity of our community through our GED courses and vocational programs. Our goal is to promote healthy, stable, and integrated neighborhoods and communities by connecting residents with the services and resources they need.

ESAC is a longtime United Way agency and receives support from charitable foundations, corporations, government contracts, and generous donations from individuals throughout the greater Boston area.

**GENERAL RESPONSIBILITIES:**

**Leadership and Management**

- Ensure ongoing local programmatic operations, rigorous program evaluation, and consistent quality of finance and administration, including: fundraising, communications, and systems-building.
- Develop an understanding of timelines and resources needed to achieve strategic goals.
- Develop, maintain, and support a strong Board of Directors; seek and build Board involvement in both assessing organizational strategy and developing partnerships.
- Lead, coach, and develop ESAC's team by utilizing hiring and recruitment procedures that promote equity throughout the agency.
- Ensure effective systems are in place to track organizational progress, and regularly evaluate program components, so as to measure successes and effectively communicate them to the Board, funders, and other constituents.

### **Financial Management and Accountability**

- Ensure that proper accounting and record-keeping procedures are adhered to, including compliance with all state and federal financial standards.
- Develop and implement a fundraising plan.
- Develop an annual budget and provide monthly profit and loss statements to the Board.
- Analyze monthly costs and expenditures and report overall financial standing to the Board.

### **Fundraising and Communications**

- Expand revenue generation and fundraising activities to support existing program operations.
- Deepen and refine all aspects of communication – from web presence to external relations – with the goal of building a stronger brand.

### **Planning and New Business**

- Develop strategic partnerships and lead the planning process for related ventures.
- Be a local and national presence that publishes and communicates program results with an emphasis on the successes of the local program as a model for regional and national replication.

## **DESIRED QUALIFICATIONS**

- 3+ years of management experience; experience leading a performance- and outcomes-based organization; master's degree preferred.
- Unwavering commitment to program quality and data-driven program evaluation.
- Excellence in organizational management with the ability to coach staff, manage and develop high-performance teams, set and achieve strategic objectives, and manage a budget.
- Past success working with a Board of Directors or community equivalent, and the ability to recruit and cultivate new Board members.
- Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders and cultures.
- Strong written and verbal communication skills; excellent interpersonal skills and comfort with taking on multidisciplinary projects.

### **The successful candidate will be:**

- Action-oriented, entrepreneurial, and adaptable, with an innovative approach to business and community planning.
- Able to work effectively in collaboration with diverse groups of people.
- Mission-driven and self-directed, and will bring passion, integrity, and a positive attitude to the work every day.

Please submit cover letter and resume to Emily Morris-Litonjua ([elitonjua@esacboston.org](mailto:elitonjua@esacboston.org)).

*ESAC is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.*