

# **Newport Partnership for Families**

## **Executive Director**

### **ORGANIZATIONAL SUMMARY:**

Newport Partnership for Families (NPFF) was founded in 1990 to develop and maintain a coordinated network of collaborating partners that measurably strengthens families and enhances the quality of life in Newport, Rhode Island. NPFF is a 501-C-3 non-profit organization, composed of 50+ membership organizations. Our main work consists of engaging our membership through monthly meetings and offering backbone support for a number of local initiatives that have been traditionally focused on youth education, including a long-standing summer reading initiative. While NPFF has a history of success in coordinating services and programs among Newport organizations to eliminate duplication and fill service gaps, we are now moving towards the development of a sustainable framework for the membership and other key stakeholders in the community to work together for all residents to thrive.

Starting in July 2022, NPFF worked with consultants and members to define a new strategic direction, organizational identity, vision, and role in supporting its community and in driving financially sustainable systems change. With the great efforts completed to finalize a new strategic plan, there is a blueprint for the future. NPFF will employ a Collective Action strategy of leading its member organizations to share accountability for measurably building a thriving community, including:

- Work with partners to lead a successful collective action effort regarding the educational success of children transitioning to elementary school.
- Lead members to arrive at a common definition of “thriving for all” that is measurable and well-understood among all of our stakeholder groups, especially residents, through a series of collaborative conversations.
- Help our members and other stakeholders understand how their activities contribute to thriving.
- Foster collaboration, shared accountability, and learning among its members for measurable improvement on the metrics of ‘thriving.’
- Share progress with the community.
- Expand from an explicit focus on the City of Newport towards the inclusion of all of Newport County.

### **POSITION DESCRIPTION**

The Executive Director will lead active members, enabling partners to participate in the direction, and management of the organization’s operations and resources to accomplish the Partnership’s

mission. This position offers a high degree of local visibility and influence, at a time when Newport and its surrounding communities are in the midst of dramatic change. Specific duties will include:

#### Implementing the NPPF Strategic Plan:

- Lead the implementation of the new strategic plan, with the support and consultation of the Board of Directors
- Build a new information platform to support the development of a common set of community based data measures
- Create relevant and highly-attended membership meetings and community events that advance the aims of the strategic plan, while being responsive to emerging needs and trends within the partnership
- Offer effective backbone support for key initiatives, selectively undertaken by the partnership which includes building key relationships with neighborhood and community leaders, establishing relationships of trust
- Support the work of existing initiatives, while implementing a process for assessing what initiatives the partnership should continue supporting

#### Building a Strong Organizational and Communications Infrastructure leveraging a remote accounting firm and virtual remote assistant with further staff support contingent on funding:

- Develop and monitor an annual budget, ap/ar processes and reporting system (network solutions, QuickBooks)
- Identify new funding streams to support the organization
- Develop and submit competitive funding proposals
- Grow a cohort of individual donors using fundraising events, online events such as “401 Gives” and “Giving Tuesday” and cultivating donors who support the work with regular gifts. Maintain a database for donors, membership and community lead contacts.
- Communicate with funding sources via reports and financial management, along with reporting financial information to the Board of Directors along with programmatic progress reports.
- Develop and implement effective communications infrastructure to ensure all stakeholders remain informed of the Partnership’s vision, priority strategies, results and successes (including website, social media, newsletter, marketing materials etc...)
- Build a small staff to assist in the execution of these duties

### Governance Support:

- Support the work of the Board of Directors through the development of goals, agendas and follow up from regular board meetings
- Help the Board identify and recruit new members
- Work directly with the Board Chair and Executive Committee to ensure that the Board is working effectively in its fiduciary role.

The ideal candidate will be a confident, deeply relational, and supportive leader with demonstrated experience collecting and synthesizing input from stakeholders, proposing creative and pragmatic solutions, and thoughtfully designing process rollouts through a change management and collective action lens. NPPF will be participating in long-term planning to accomplish our strategic plan and restructure our current funding and staffing model; the chosen applicant will be able to lead and influence the outcomes to launch a new era for the Partnership.

We seek an energetic and dynamic leader with a deep curiosity and drive to learn. All are encouraged to apply, however, preference will be given in the process to those with connections in the communities and/or membership partners.

### **KEY QUALIFICATIONS:**

- Bachelors' degree in business, social services, or relevant field required.
- Three or more years of professional experience in nonprofit management (grant writing, budgeting, board engagement) and/or equivalent combination of education and experience.
- Knowledge and professional experience in the development and execution of strategic plans, social justice, and DEI efforts and collective action approaches to community change, especially community organizing.
- Deep commitment to race equity, the ability to relate effectively, and establish trust with diverse groups of people from all social and economic segments of the community.
- Proficiency in technology and related online meeting formats, which may include data management systems, zoom platforms, google documents, Microsoft suite, quickbooks, etc.
- Ability to think both operationally and strategically for the organization.

- Excellent communication skills, both verbal and written.
- Exemplary organization and analytical skills.
- A willingness to attend and/or volunteer at community events which support partners and the families outside of regular business hours, thoughtfully considered and identified with the Board Chairperson.
- Demonstrated leadership and supervisory experience.

**Opening Salary: \$90,000 per year with final salary dependent on experience. An additional \$5,000 will be made available for the final candidate to customize benefits.**

Final candidates may be asked to participate in activities and role playing as part of the interview process to understand the communication style of the candidate.

The Executive Director is expected to work a minimum of 37.5 hours per week and will have a flexible schedule. Salary is based on current funding available and expectations. However, salary may be adjusted as new resources and projects are developed per the discretion of the Board of Directors.