



Job Description- Executive Director

Overview:

Danbury Student and Business Connection (DSABC) is a 501c3 non-profit organization, founded in 1990, that fosters collaboration among Danbury Public Schools, local businesses, and the community to promote lifelong learning and the successful transition of youth into society and the workforce.

DSABC is run by a volunteer Board of Directors and the DSABC staff, which consists of a full-time Executive Director and part-time assistant.

Summary of Responsibilities:

To ensure the success of the DSABC school-based mentoring and outreach programs. Responsibilities include oversight, evaluation, recruitment, and resource development for various programs, events planning, messaging creation and dissemination, fundraising, and program(s) budgeting. Provide leadership and direction, in partnership with the volunteer Board, to achieve the strategic plan and associated annual goals. Reports to the DSABC Board of Directors and works in partnership with the Danbury Public Schools.

Duties:

Governance:

- Keep the Board of Directors fully informed to enable fulfillment of its fiduciary responsibilities.
- Support the Board in its fundraising efforts.
- Partner with and advise the Board of Directors in its development and oversight of strategic policy, planning, and evaluation activities.
- Support the Board in its mission-specific community relations activities.
- Support the Board and its committees so it can conduct its business in a timely and complete manner.

Fund Development/Community Relations/Marketing:

- Serve as the primary liaison to Danbury Public School Administrators, Board of Education, School Liaisons, Business Liaisons, Mentors, Donors, and other key stakeholders.
- Play a lead role in program/organization funding via research of and application for grants and corporate sponsorships.
- Ensure that assets and budget are diverse and support the implementation of strategic initiatives.
- Play a key role in representing the interests of DSABC to individuals and institutions that may provide support for programs and activities.
- Serve as the spokesperson for DSABC.

Management and Operations:

- Ensure current, complete, and accurate records. (e.g., program database, accounting/donor database, etc.)
- Lead paid and volunteer staff to plan, set operational policies, monitor, and address challenges of the portfolio of programs and evaluate them for outcomes, efficiency, and effectiveness.
- Set goals with, supervise, and evaluate staff (e.g., part-time assistant).

Program:

Ensure policies, planning, evaluation, and implementation of program services meet standards of *Elements of Effective Practice for Mentoring*.

Required Skills:

- Knowledge and experience with fundraising and grant writing.
- B.S. or higher degree in Business Management or related fields.
- Experience managing volunteer programs.
- Entrepreneurial experience with mission-driven organizations.
- Experience working with and supporting a non-profit board.
- Demonstrated ability to analyze and compile complex data for planning and reporting purposes.
- Excellent communication skills, both written and oral, with the ability to represent the organization externally across a wide range of stakeholders and constituencies.
- Financial management skills for proposal of annual budget and management of program costs according to Board-approved budget
- Proficient in Microsoft Office and experience with database and accounting software.
- Passion for DSABC's mission and purpose.
- Ability to travel to local schools and businesses.

Core Competencies/Qualifications:

- Self-starter; self-motivated
- Exceptional planning and organizational skills; detail oriented
- Positive attitude
- Willingness to remain open, agile, and ask questions

Please send cover letter indicating salary requirements along with resume to dsabcemployment@gmail.com.