



Executive Director of The Depot Job Description

Opportunity

The Darien Youth Center (the “Depot”) is seeking an Executive Director (the “ED”) to manage fundraising, operations and staff, with an emphasis on strengthening community relationships and support. Reporting to The Depot Board of Directors (the “BOD”), this position will provide leadership, implement the Depot’s strategic plan, identify funding sources and business sponsorship opportunities.

Vision and Mission

Vision Statement: The Depot Youth Center is a critical town asset sitting at the center of our community, providing relevant, age-specific and vital resources for the youth in Darien.

Mission Statement: The Depot Youth Center supports the wellbeing of our youth by giving them opportunities to connect, grow and give back.

Budget

Annual operating budget of approximately \$400,000.

Candidate Skills and Requirements

- Bachelor’s degree required.
- Love working with and for the betterment of children and teens.
- Significant nonprofit management experience.
- Experience and skill in working with a Board of Directors.
- High level strategic thinking and planning. Ability to envision and convey the organization’s strategic future to the staff, BOD, volunteers and donors
- Ability to effectively communicate the organization’s mission to donors, volunteers and the overall community.
- Demonstrated ability to oversee and collaborate with staff.
- Proven track record in fundraising, development and cultivation of donors.
- Previous success in establishing relationships with individuals and organizations of influence including funders, partner agencies and volunteers
- Ability to learn and use a database or customer relationship management system
- Solid organizational abilities, including planning, delegating, program development and task facilitation
- Strong financial management skills, including budget preparation, analysis, decision making and reporting
- Strong written and oral communication skills including public speaking.

Duties and Responsibilities

1. Leadership & Strategic Planning

- a. Ensure that the vision & mission of the Depot are consistently carried out throughout all programs and offerings.
- b. Implementation of finalized 2021 Strategic Plan.
- c. Be a visible leader in the community.
- d. Create and maintain relationships with key town, education and community stakeholders.
- e. Manage Depot staff including Program Director, Bookkeeper and other staff as determined by BOD.
- f. Prepare written annual reviews for all staff.
- g. Foster a culture of trust, collaboration and cooperation among all staff.
- h. Assess operations systems and implement new processes and systems as needed.
- i. Explore partnership opportunities with community stakeholders to build awareness of Depot and its programs.

2. Fundraising & Development Responsibilities

- a. Create a comprehensive development plan to achieve fundraising goals.
- b. Identify new fundraising sources & opportunities.
- c. Hire and oversee a skilled grant writer to research, write and manage grants.
- d. Support all fundraising events through sponsorship, administrative and marketing efforts.
- e. Identify and nurture donor relationships to develop a major gifts culture within the Depot donor community.
- f. Assist with grant applications.
- g. Assist BOD in targeting donors and raising funds for the Endowment.

3. Program

- a. Work with the Program Director to develop, implement and assess programs to further the mission.
- b. Working with the Program Director, have on going knowledge of youth-oriented services and potential partnerships in Darien.
- c. Build relationships with comparative youth centers to learn best practices.

4. Board of Directors

- a. Provide strategic leadership to the Board to maximize their impact on fundraising, financial oversight and overall relevance of the Depot.
- b. Attend and present ED report at all Board meetings.
- c. Attend BOD Committee meetings as needed.
- d. Support the BOD Nominating Committee.

5. Marketing and Brand Management

- a. Work with the Marketing Committee of the BOD to create and execute a marketing plan in coordination with final strategic plan.
- b. Ensure that all marketing materials and social media postings are aligned with the Depot's vision and mission.

6. Budget

- a. Assure the financial health of the organization and provide oversight to staff of the budget.
- b. With the assistance of the Treasurer and BOD, create annual budget.
- c. Report monthly on financial results.
- d. Monitor all expenditures, approve bills (within limits set by BOD) and sign checks.

7. Operation

- a. Maintaining day-to-day operations of facilities.
- b. Monitoring the safety and cleanliness of interior and exterior areas.
- c. Performing routine maintenance on facilities and making repairs as needed
- d. Ensuring proper security measures for the workplace.

Compensation

This is a full-time position. Salary will be determined based on skill and experience.