

Kennett Collaborative Executive Director Position Description

Job Summary

It is the responsibility of the Executive Director to lead, manage, plan, implement and monitor all aspects of Kennett Collaborative's mission. Working closely with the staff and Board of Directors, s/he provides effective leadership and management of Kennett Collaborative's talented staff and financial resources consistent with the strategic direction set by the Board in order to achieve Kennett Collaborative's mission and vision. S/he is ultimately responsible and accountable for all aspects of the organization, including staff management and development, strategic planning, fundraising, overseeing events, administration, board relations, communications and public relations, and financial management.

Reporting

The Executive Director reports to the Board of Directors. The Board of Directors is made up of 11 individuals that represent the community. These individuals work with the Executive Director to set the mission and vision, ensure financial success, and provide support to the Executive Director and staff where needed.

Essential Functions

- Strategic Planning
 - Oversee the conceptualization, development, implementation and evaluation of strategies for furthering the achievement of Kennett Collaborative's culture, overall vision, mission, and program goals, and direct all aspects of the operationalization of those strategies through staff.
 - Oversee the creation and growth of a unified, efficient and well-functioning organization. Guide the continued evolution of Kennett Collaborative into a valuable community institution with a clear vision, mission, and strategy.
 - Partner with the Board and staff to ensure that the mission is fulfilled through programs, strategic planning and community outreach while instilling a positive culture.
 - Work with the Board and staff to imagine and execute new events and programs that serve the community and fulfill the mission.

- Fundraising
 - Plan and direct all fundraising activities, which includes identifying sponsors for community events, soliciting donations for community programs, and seeking general operational support for the organization.
 - Develop, implement, evaluate, and fine-tune strong, multi-source revenue-building initiatives in conjunction with the Board, staff, and volunteers.
 - Actively represent Kennett Collaborative to current and prospective funders, donors, partners/contractors, and regulators. Build and maintain strong cooperative relationships with local and regional leaders and organizations.

- Administration
 - Oversee Kennett Collaborative's staff, which includes two other full-time employees, one part-time employee, and a part-time bookkeeper. Foster role clarity, high performance, and an effective reward framework. Encourage an overall spirit of teamwork and collaboration. Ensure that people are held accountable, and if necessary, approve disciplinary action up to and including termination.
 - Oversee the provision of Kennett Collaborative's central infrastructure, including computer systems, financial management, facilities management, and security.
 - Recruit, lead and develop full and part-time employees who can successfully interact with all internal and external constituencies to help achieve the core objectives, while preserving and maintaining a positive reputation for Kennett Collaborative.
 - Oversee and sign notes, agreements, and other instruments made and entered into and on behalf of the organization after they have been appropriately reviewed and approved by the Board.

- Board Relations and Governance
 - Work closely with the Board in strategic planning, policy development, articulation and implementation of organizational goals. Provide detailed information on Kennett Collaborative's operations to the Board members in their capacities at-large as well as in their committee roles. Enable and encourage members to appropriately fulfill their strategic, fiduciary and generative roles and to maintain their true independence as a governing body.
 - In concert with the Board's leadership, design, implement and sustain methods for keeping individual Board members actively interested and engaged in constructive dialog during Board and committee meetings. Work to ensure that Board members feel integral to the organization's success.
 - Attend meetings of the Board of Directors, Executive Committee meetings, committee and task force meetings, as appropriate. Provide interim and final reports to the Board in accordance with the regular meeting schedule.
 - Develop appropriate reports and dashboards to effectively communicate progress toward strategies and goals, personally and for the entirety of the organization. Attend municipal (Kennett Square Borough and Kennett Township) meetings and other events to share updates and represent Kennett Collaborative. These meetings often take place outside of regular business hours.
 - Join and participate in other local organizations to act as a representative and liaison on behalf of Kennett Collaborative.

- Economic Development
 - Support new businesses seeking to open a location in Kennett Square by introducing them to the community, resources, and available space in order to encourage their success.
 - Advocate for a community that is walkable, beautiful, and welcoming to all residents and visitors.

- Financial Management
 - Ensure the continued fiscal viability of Kennett Collaborative. Provide leadership to direct reports in planning, constructing, monitoring and managing Kennett Collaborative's budgets within approved guidelines. Reconcile current and projected available funding with existing and planned expenditures, and make upward or downward adjustments in programming and staff complement where necessary.
 - Understand the impact of non-profit status on the reporting and monitoring of financial statements and reporting requirements.
 - Submit to the Board a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.
 - Manage ongoing operations to ensure that budgets are managed and achieved. Report any material discrepancies to the Finance and Executive Committees.
 - Oversee the operations and accounting of the Kennett Collaborative building and its tenants.

Key Qualifications

- Knowledge of the principles of Main Street America and a basic understanding of what it takes to increase walkability and shoppers into the downtown corridor of a community.
- Bachelor's Degree or equivalent relevant experience.
- Experience in fundraising, with a proven track record of accomplishments in major gifts, annual giving, planned giving, foundation and grants, events and social media.
- A proven track record of annual fundraising, including the identification and recruitment of campaign leadership, planning and implementation activities, management of campaign communications, meetings and presentations, and the development of effective working relationships with leadership and volunteers.
- Experience with nonprofit organizations and knowledge of philanthropic and community resources in Kennett Square and Chester County a plus.
- Experience in public-private partnerships and successful collaborations across industries is a plus.
- Progressive leadership experience in the supervision and management of staff and their professional development.
- Strong written, verbal, and presentation skills are essential.
- Must be able to lift 50 lbs. Job duties include setting up and tearing down events, carrying equipment and boxes, and occasionally being on your feet for long periods at events.
- Evening events, occasional weekend events, and local travel are a responsibility for this position.

Personal Traits

The successful candidate must exemplify the following characteristics:

- A commitment to the Mission of Kennett Collaborative and a passion for serving those in the Greater Kennett Community, especially in the areas of placemaking and traditional Main Street activities such as events, experiences, marketing, and merchant relations.
- The ability to effectively build and maintain relationships with philanthropic and community leaders, and have a proven record of accomplishments with campaigns, major gift fundraising, and management of a comprehensive development program.
- An outcome oriented and strategic thinker with a strong work ethic for high quality performance and attention to detail.
- Discretion and the ability to keep confidentiality when appropriate.
- The ability to present an inspiring case for support, be able to motivate donors and prospects to heightened levels of engagement and support, and must be fervent about follow-up and ongoing donor relations.
- Must be able to work collaboratively as a member of a team, bringing Board, staff, volunteers and philanthropic leadership together into a singular focused effort toward the achievement of goals.
- Accountable and self-starting leadership and strong operational efficiency.
- The Executive Director will represent Kennett Collaborative in the community and must reflect the mission and values of the organization and present the highest standards of professionalism in behavior and demeanor.

Salary & Benefits

- The salary for this position is between \$70,000-\$80,000, depending on qualifications and experience.
- Additional financial incentives for meeting and exceeding financial goals.
- Kennett Collaborative offers healthcare and vision insurance.
- All full time employees are eligible to receive a 3% employer match to the employees SIMPLE IRA.

How to Apply

Please send the following items with the job title in the subject line to:
Jobs@KennettCollaborative.org

- Cover letter, which explains your connection to Kennett Square and why you are a strong candidate for consideration.
- Resume, which identifies your relevant past experience.

Application materials are due by September 9th at 6pm (EST). For any questions, please contact Bo Wright at Bo@KennettCollaborative.org.