

Dismas of Vermont Position Description

Executive Director

Reporting to the Board of Directors, the Executive Director (ED) will have overall strategic and operational responsibility for the staff, programs, sustainability, and execution of the mission of Dismas of Vermont (DOV). The ED will develop and maintain deep knowledge of the field of post-incarceration community reintegration, the core strategies and programs of DOV, and all operations and business plans.

Responsibilities

Leadership & Management:

- Ensure ongoing local programmatic excellence, rigorous program evaluation, and consistent quality of finance and administration, fundraising, communications, and human resources systems
- Ensure effective systems to track progress, and regularly evaluate program components, so as to measure successes that can be effectively communicated to the board, funders, and other constituents
- Develop, maintain, and support a strong Board of Directors; serve as ex-officio member of committees as requested by the Board; seek and build Board involvement with strategic direction for both ongoing local operations and statewide oversight.
- Recommend timelines and resources needed to achieve the strategic goals set by the Board.
- Actively engage and energize DOV'S Local Council members, volunteers, board members, alumni, partnering organizations, and funders.
- Lead, coach, develop, and retain a high-performance management team.

Fundraising & Communications:

- Evolve the funding model by expanding local and state-wide revenue generating and fundraising activities to support existing and potential new program operations.
- Deepen and refine all aspects of communications—from web presence to external relations with the goal of creating a stronger brand.
- Use external presence and relationships to protect historic partnerships and to garner new opportunities.

Planning & New Business:

- Define the statewide presence with the Board, and complete the strategic business planning process for program sustainability and/or expansion.
- Build or deepen partnerships in existing and potential new populations, establishing relationships with the funders, and political and community leaders at each site.
- Be an external local, state level 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.

Qualifications

The ED will be thoroughly committed to DOV's mission. Candidates should have proven leadership, coaching, and relationship management experience.

Specific requirements include:

- At least 10 years of senior management experience; track record of effectively leading and regionally scaling a performance- and outcomes-based organization and staff; ability to point to specific examples of having developed and operationalized strategies that have taken an organization to the next stage of growth
- Unwavering commitment to quality programs 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 with the ability to cultivate existing board member relationships
- 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; a persuasive and passionate communicator with excellent interpersonal and project management skills
- Action-oriented, entrepreneurial, adaptable, and innovative approach to business planning
- Ability to work effectively in collaboration with diverse groups of people
- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed
- Driver's license, reliable vehicle and comfort traveling around the state of Vermont
- Strong preference for Vermont residency