



Executive Director and Chief Development Officer

New Canaan CARES is an independent, non-profit community organization whose purpose is to advance the health and well-being of youth and families. CARES provides responsive educational programs that support and strengthen parenting skills, positive youth development, and healthy lifestyles.

The Executive Director of New Canaan CARES must be a person who has strong administrative, development and management skills. An ideal candidate will also have an interest in public health and/or health and wellness. This is a full-time position, hired by, and directly accountable, to the Board.

Responsibilities include:

- Development
 - Collaborate with the Executive Board in the creation and maintenance of a long-range plan that will support the mission and address the capital and staffing needs required for the growth of the organization
 - Lead fundraising efforts, cultivate and solicit donors, and implement fundraising plans and policies approved by the board
 - Research and write grants
 - Build relationships with partner organizations, policymakers, media, and others
 - Represent the organization by participating in key associations and organizations, serving on committees and advisory groups, and speaking in public settings
 - Manage all fundraising events and activities such as the Home Tour and smaller fundraisers.
 - Donor Management
 - Oversee donor database and gift processing
 - Identify and manage current major donor relationships in collaboration with Board members
 - Identify and approach corporate and individual donors and to underwrite specific programs
- Management
 - Plan for adequate cash flow to cover operational needs
 - Hire, supervise, and train employees

- Supervise and facilitate marketing and PR efforts (website, social media, print promotional materials and program calendar)
- Programming
 - Identify the needs/interests of youth, parents and community, to develop programming
 - Work with office, Board and Parent Representatives to properly vet, select and supervise speakers
 - Report program updates to the Board of Directors on a monthly basis
 - Manage extra-curricular leadership program

Candidate Requirements

- Minimum of 3-5 years of non-profit management
- Master's degree (minimum bachelor's degree)
- Background in public health and/or health and wellness
- Strong written and verbal communication skills
- Confident technical abilities
- Able to set clear priorities, delegate, and achieve consensus amongst differing opinions
- Able to work periodic evenings

Please email resume to caresboard@newcanaancares.org