

Position Description
President and Chief Executive Officer,
Council of Churches of Greater Bridgeport

The Council of Churches of Greater Bridgeport (CCGB) offers an exceptional leadership opportunity for a dynamic individual to work closely with a committed Board of Directors and an experienced, motivated staff to lead a well-regarded and growing faith-based non-profit organization into the future.

Background:

Founded in 1945, CCGB is a non-sectarian social services agency dedicated to meeting the needs of people at risk and breaking the cycle of poverty and crisis in the Greater Bridgeport area. CCGB:

- feeds the hungry and offers culinary training and incubator kitchens for entrepreneurs in food-based businesses,
- supports youth in crisis through respite care, mentoring, and case management and reduces the educational achievement gaps of inner-city elementary students,
- helps former offenders successfully re-enter society and avoid future incarceration,
- builds ecumenical and interfaith bridges through education, dialogue and advocacy,
- tackles urgent social issues, with a current focus on fostering anti-racist consciousness and behavior and advocating to dismantle the systemic injustices affecting our clients.

CCGB serves all those in need, without regard to race, religion, gender, sexual orientation or nationality. The Council's \$1.3 million budget combines public support with government grants and other revenues. Our service area is concentrated in Bridgeport and the surrounding towns: Fairfield, Easton, Trumbull, Shelton, Monroe and Stratford, with additional partners in Westport, Milford and other portions of Fairfield and New Haven counties.

The successful candidate will have demonstrated success in leading an organization where faith compels action. We seek an ordained clergy person with demonstrated abilities to set direction and envision the future through effective strategic planning, to lead and empower a 14-person professional staff, to be accountable for effective fundraising activities, to oversee and be accountable for a \$1.3 million budget, to constructively interact with diverse groups of people, to build and enhance strong community awareness, and to engage in and maintain strong relationships with the religious, non-profit community, and civic communities in the Greater Bridgeport region.

Position Overview

This full-time permanent position begins as early as June 1, 2021 and reports to a supportive and professional Board of Directors. This impactful leadership position is responsible for overseeing the administration, programs, and strategic plan of the organization. This position requires a dynamic, mission-driven leader who is passionate about guiding hands-on operations, fostering growth, and developing and managing

CCGB's programs and initiatives.

Position Responsibilities

Organizational

- Lead a mission-driven organization through effective strategic planning.
- Engage and communicate effectively with the Board of Directors.
- Engage in and develop relationships resulting in fundraising sufficient to support CCGB programs and initiatives.
- Develop strategies for generation of new funding sources, including federal, state, and municipal governmental entities, corporations, public and private foundations, religious organizations, and individuals.
- With the Lead Team, effectively lead and empower a professional staff of 14.

Community

- Serve as the organization's "public voice" by engaging in media strategy, public speaking engagements, and multicultural experiences.
- Engage in and maintain strong relationships with the religious community, the non-profit community, and the civic community.
- Effectively engage and generate dialogue with groups reflecting gender, racial, and socio-economic diversity.
- Communicate effectively with an interfaith community of diverse religious beliefs and histories.
- Effectively interact in an urban environment.

Professional

- Exhibit the highest standards of integrity and ethics.
- Be dynamic and inspirational.
- Exhibit flexibility and adaptability.
- Be adept at conflict resolution.
- Be open to change, able to respond to developing issues within the community.

Position Expectations

The successful candidate for this position will demonstrate:

- Leadership experience in a religious community, the non-profit community, and/or the civic community.
- Experience in the development and execution of strategic planning.
- Experience leading a professional staff.

- Experience collaborating with an active Board of Directors.
- Substantial experience with financial analysis, the budget process, and fundraising.
- Excellent written, verbal and electronic communication skills.
- An ability to interact constructively with the community's diverse constituency of people.
- Experience serving the needs of both urban and suburban populations.
- Master's degree or higher in relevant field or its equivalent.
- Bilingual ability useful.

Position Duties and Responsibilities

Board Administration and Support. Supports the operations and administration of the Board by advising and informing Board members through timely reports, interfacing between the Board and staff, actively recruiting new Board members, initiating and cultivating involvement and commitment to the Council's ministries by area clergy, and recognizing the Board's responsibility to evaluate the CEO's performance.

Program and Service Design and Delivery. With the Lead Team, oversee the design, marketing, promotion, delivery and quality of the CCGB's programs of the Council, including:

- Bridge Building:
 - Designing and leading seminars and conversations on race and white privilege
 - Leading interfaith and ecumenical collaboration
 - Providing chaplaincy services to the Greater Bridgeport Community Mental Health Center
- The FEED Center (Food Equity and Economic Development):
 - Hunger Outreach Network (HON): coordinating a network of 22 food pantries and soup kitchens serving 12,000 people each month.
 - CREATE (Culinary Job-Skills Training Course): serving low-income students, with a 65% job placement rate, graduating new food entrepreneurs into the local economy, and working with those reentering the workforce after incarceration.
 - SEEK (Salt of the Earth Enterprise Kitchens): providing an incubator commercial kitchen space for new food-based businesses.
 - Mobile Market: bringing fresh produce and food products created by our students and entrepreneurs into neighborhoods serving our community where they live.
- The Janus Center for Youth in Crisis:
 - a 24-hr. hotline, mobile crisis intervention,
 - two Host Homes providing respite care for youth from ages 11-18 years of age

- partnership with the Bridgeport School District and eight local public schools to serve at-risk youth, providing weekly case management throughout the year for up to 90 youth, and reaching 350+ youth through workshops and group events.
- Projecto Nueva Vida:
 - Re-entry services for 240 Latinos and Latinas each year, returning to our communities from incarceration.

Finance and Budgeting. Present yearly budget for Board approval and prudently manage the organization’s resources within those budgeted guidelines according to current laws and regulations. Provide oversight and direction to the Controller.

Development. Identify resource requirements, and, with a development consultant, identify and apply for possible sources of funds, both public and private.

Human Resource Management. Effectively manage the human resources of the organization according to authorized personnel policies and procedures that fully conform to current laws and regulations. Responsible for conducting timely performance evaluations of staff, including the Lead Team, consisting of FEED and Janus Program Directors.

Community and Public Relations. Ensure that the organization and its mission, programs, and services are consistently presented in a strong, positive image to relevant stakeholders. Spearhead ecumenical and interfaith services and community initiatives.

COMPENSATION:

This career opportunity offers the ability to make a significant impact leading and growing an effective nonprofit in a team-oriented atmosphere that is both positive and rewarding. Starting compensation includes a very competitive salary, a housing allowance and full benefits package.

HOW TO APPLY:

For immediate consideration please send your resume and cover letter in a WORD.docx format to Aileen Brill via email to executivesearch@ccgb.org.

Review of applications, nominations, and expressions of interest will begin immediately and continue on a confidential basis until an appointment is made.

CCGB is an Equal Opportunity Employer and encourages diversity and equity in all facets of the organization’s work. All qualified applicants will receive consideration for employment without regard to race, color, Christian denomination, gender, national origin, disability status, protected veteran status, or any other protected class.