



Executive Director

Career Opportunity

Are you passionate about expanding access to tools that support well-being?

Community Mindfulness Project empowers people to live healthier lives by expanding access to mindful meditation. As partners in health, we help communities build mindfulness-based skills.

We are seeking a fearless fundraiser who can help us tell our story and lead us as we transition from a founder-run enterprise to a professionally managed organization.

About the Executive Director Role

You will:

1) Lead a team of committed individuals.

You'll be a doer, not just a delegator, actively participating in the work that supports CMP's mission. As ED, you will:

- Serve as the chief story-teller and champion for the organization.
- Help hire and inspire team members.
- Evaluate team member performance on a regular basis, providing feedback and making changes in the team as needed.

2) Generate the revenue to run the organization

We have an unwavering commitment to convert every dollar entrusted to CMP into effective mission-driven programming as efficiently as possible. As ED, you will:

- Design, implement and fulfill an annual revenue generation plan to fund operations.
- Ensure the wise allocation of financial resources.

3) Oversee programming and community relationships

Our work is driven by the needs of the communities we serve, as expressed by members of those communities. As ED, you will:

- Cultivate CMP's partnerships with community organizations, community leaders and members, philanthropic foundations, individual donors and corporations.
- Help develop and implement CMP's mission-driven, community-informed programs. A key part of this role involves deep listening and learning from our partners.
- Use metrics to measure CMP's effectiveness in service of its mission.

4) Collaborate on governance and strategy

Our work is guided by strategic planning. As ED, you will:

- Develop organizational and financial plans with the Board of Directors, and carry out plans according to policies set by you and the board.
- Participate in Board recruitment.
- Engage in ongoing strategic planning, ensuring that CMP can fulfill its mission into the future.

About Our Next Leader

- **You are a deep listener.** You are curious about the needs and interests of the communities we serve as expressed by the members of those communities.
- **You are a great story-teller.** You demonstrate outstanding written and verbal communication skills. You have the ability to envision and convey the organization's mission, impact and strategic future to the staff, board, volunteers and donors.
- **You have five years of nonprofit management experience,** a demonstrated ability to oversee and collaborate with staff. You have a working style that is transparent, encouraging, and collaborative.
- **You are an impassioned fundraiser.** You possess excellent donor relations skills, an understanding of the funding community and relationships with potential donors.
- **You have strong financial management skills,** including budget preparation, analysis, decision making and reporting. You are an intrepid user of Excel and Google spreadsheets.
- **You value a chorus of voices,** welcoming perspectives that are different from your own, encouraging dialogue.
- **You have a strong work ethic with a high degree of energy,** and you also understand that balance and boundaries are essential for your wellbeing and the wellbeing of the team.
- **You demonstrate integrity and trust beyond reproach.** You maintain composure in all situations, even when under stress. You hold true to an appropriate and effective set of core values and beliefs.

Some Specifics:

Location: Work from home with the ability to visit in-person programs and meet with partners in Fairfield County

Salary: \$75,000

Interested? We'd love to connect with you.

Next steps:

- **Get to know us.** We encourage you to take part in at least one of our virtual and in-person community-based mindfulness sessions (schedule available on our website).
- **Let us get to know you.** Send a resume, and 3-minute video introducing yourself to welcome@communitymind.org.