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.