

## **POSITION DESCRIPTION: EXECUTIVE DIRECTOR FRIENDS OF CHILDREN'S COVE (FOCC)**

### **THE ORGANIZATION**

Friends of Children's Cove, Inc. (FoCC) is a community-led 501(c)(3) nonprofit organization dedicated to supporting **Children's Cove: The Cape & Islands Child Advocacy Center**. Our mission is to provide critical resources for safety, healing, and support to children and families impacted by sexual abuse and exploitation, filling vital gaps in county, state, and federal funding.

Currently volunteer-run, FoCC is at a pivotal inflection point. We are professionalizing our operations to expand our fundraising impact and enhance our support for the child victims and non-offending families served by Children's Cove.

### **THE OPPORTUNITY**

The Board of Trustees seeks a visionary, high-energy, and innovative **Executive Director (E.D.)** to serve as the organization's first full-time professional leader. This is a "foundational" role—an opportunity to build a nonprofit culture from the ground up, establish formal governance, and lead a potential Capital Campaign to fund a new, state-of-the-art facility for Children's Cove.

This opportunity is a fully remote position that requires frequent in-person participation in events and meetings across Cape Cod and the Islands.

The ideal candidate will be a "door-opener" who can foster deep community connections and inspire philanthropic investment in a legacy project that will serve the Cape and Islands for decades to come.

### **CORE RESPONSIBILITIES**

#### **1. Strategic Leadership & Mission Advocacy**

- **Visionary Growth:** Develop and implement short- and long-term strategic plans in collaboration with the Board to strengthen FoCC's community impact.
- **Public Face:** Serve as the primary spokesperson, enhancing FoCC's image through active community presence, media interaction, and partnerships with civic and private organizations.
- **Trauma-Informed Advocacy:** Ensure all messaging and fundraising efforts align with Trauma-Informed Care (TIC) principles, respecting the dignity and privacy of victims.

#### **2. Fundraising & Revenue Generation**

- **Capital Campaign Leadership:** Take a lead role for preparing FoCC in a potential future capital campaign for the renovation/construction of the Children's Cove facility.
- **Donor Stewardship:** Foster and maintain relationships with individual, corporate, and foundation donors and create conditions for sustainable fundraising.
- **Diversified Funding:** Identify and pursue grants, oversee annual giving, and secure major gifts to ensure long-term financial sustainability.

### 3. Board Governance & Collaboration

- **Transparency:** Communicate effectively with the Board of Trustees, providing timely reports and data necessary for informed decision-making.
- **Board Development:** Assist in board recruitment, orientation, and succession planning.
- **Policy Administration:** Recommend and implement board policies and provide professional expertise on best practices in nonprofit management.

### 4. Financial & Organizational Operations

- **Fiscal Oversight:** Manage the annual budget, ensure fiscal integrity, and maintain compliance with all state and federal regulations and accounting standards.
- **Operational Setup:** Establish internal systems, hire and retain future staff, and oversee all marketing, communications, and social media efforts.
- **Contract Management:** Execute agreements and instruments on behalf of the organization.

## THE IDEAL CANDIDATE

### Professional Background

- **Experience:** 5+ years of senior nonprofit management experience with a record of accomplishment in organizational growth, fundraising, and budget management.
- **Education:** Bachelor's degree required; Degree or certification in Nonprofit Management or Fundraising is highly desirable.
- **Skills:** Proficiency in donor management software, financial reporting, and office technology.

### Key Attributes

- **Inspirational Communicator:** Exceptional public speaking and writing skills with the ability to convey urgency and hope without re-traumatizing survivors.
- **Change Agent:** Experience leading an organization through transitions (e.g., volunteer-led to staff-led).
- **Relationship Builder:** A natural ability to network within the Cape Cod and Islands philanthropic landscape.
- **Self-Starter:** The ability to work with minimal direction, manage remote workflows, be detail-oriented, and maintain an impeccable work ethic.

## COMPENSATION & BENEFITS

FoCC offers a competitive compensation package designed to reward growth and long-term commitment.

- **Annual Base Salary:** \$90,000
- **Healthcare Stipend:** \$5,000 annually
- **Performance Bonus:** \$5,000 per year (*first two years*) based on achievement of specific written annual goals established at the beginning of each year by the Board of Trustees in consultation with the Executive Director.
- **Retention Bonus:** \$5,000 after the completion of two years of continuous, achievement-oriented service.
- **Time Off:** Three (3) weeks' vacation; 12 sick days; 11 paid holidays.

- **Progress and Performance Reviews:** A Progress Review will be conducted after the first six (6) months of employment. A Performance Review will be conducted after twelve (12) months and annually after that.
- **Growth Potential:** Opportunities for annual compensation increases after the initial two-year period based on organizational success.

## HOW TO APPLY

FoCC has retained **Harrington Management International (HMI)** to facilitate this search.

**To apply, please submit a resume and a compelling cover letter outlining your fit for this mission to: [focsearch@harringtonmanagement.com](mailto:focsearch@harringtonmanagement.com) Subject Line: Executive Director**

- **ADDITIONAL QUESTIONS**

If a candidate has any questions to ask of FoCC concerning this position, please contact the recruitment search firm in an attached message with your application. You will be contacted directly by an HMI representative. No phone calls will be accepted.

- **DEADLINE FOR APPLICATIONS:**

**The deadline for application submissions is Monday, June 15, 2026**

*Friends of Children's Cove is an Equal Opportunity and Affirmative Action employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.*