



Cape Cod Foster Closet Executive Director Job Description

Position:

The Executive Director shall have day-to-day responsibility for the affairs of the Cape Cod Foster Closet (“CCFC”). This shall include overall strategic, operational and financial responsibility for CCFC’s programs, development, staff and volunteers in a manner that is aligned with the organization’s mission, vision, strategic direction, and ethos.

Reporting Relationship:

The Executive Director will report to the Board of Directors of CCFC and as such will engage extensively with the Board Chair and will attend all Board meetings.

Key Responsibilities:

Leadership and Management

- In collaboration with the Board, develop and implement strategies that align with CCFC’s mission and vision.
- Recruit and lead a motivated team of staff and volunteers that is dedicated to fulfilling the CCFC’s mission and vision through programs and community engagement.

Operational Oversight

- Oversee the implementation, execution, and evaluation of CCFC’s programs, community events and services.
- Ensure that the organization adheres to all legal, statutory and regulatory requirements.
- Develop and implement policies, procedures and tools to ensure operational efficiency and compliance.

Financial Management

- Develop and manage CCFC’s budget in a manner that ensures financial stability and sustainability.
- Ensure accurate and timely financial reporting to the Board and other stakeholders.

Fundraising and Communications

- Serve as the face of CCFC and participate in external events to increase visibility and credibility and develop relationships to further increase community awareness.
- Develop and execute a fundraising strategy, including donor cultivation and retention, grant writing, fundraising campaigns and events.
- Build and maintain relationships with key stakeholders, including Massachusetts Department of Children and Families representatives, local service agencies, community leaders and others.

Strategic Planning

- Lead the organization in the development of multi-year strategic plans to ensure sustainability.
- Set and monitor goals and objectives to achieve strategic priorities.

Board Support

- Prepare for and participate in Board meetings. Provide timely and accurate information to the Board.
- Assist the Board in the development and implementation of governance best practices.

Qualifications:

The Executive Director will be passionate and thoroughly committed to CCFC's mission and to the community it serves. All candidates should have proven leadership and relationship management experience in comparable size non-profit organization(s). Concrete demonstrable experience and other qualifications include:

- Passion, integrity, positive attitude, mission-driven, and self-directed.
- Effective and transparent written and verbal communication skills; clearly expressing ideas and thoughts while also being able to actively listen and understand others.
- Ability to effectively collaborate with others, including the Board, staff, volunteers, agency and community service partners towards a shared objective, contributing positively to group dynamics.
- Excellent in organizational management with the ability to recruit, motivate, equip and empower staff and volunteers.
- Proven experience in creating and executing successful fundraising strategies and plans.
- Effective strategic and adaptive thinker - ability to anticipate and plan for the organization's future in support of its mission and vision.
- Experience in developing and managing budgets.

Salary range: \$72,000 - \$85,000 plus benefits.

Interested candidates should email their CV to info@capecodfostercloset.org by the end of February.

www.capecodfostercloset.org



Cape Cod Foster Closet

Mission

To provide nurturing and compassionate support to foster and kinship families for the benefit of the children in their care.

Vision

A community dedicated to encouraging, supporting, and serving foster and kinship families for the benefit of the children entrusted to them.

Values

Our organization was founded on our core values of community, compassion, respect and service.



Cape Cod Foster Closet

Our History

Co-founders Andy and Sharon Palmer started their fostering journey in April 2017. Since then, they have cared for 30 infants and young children. Along the way they dealt with difficult situations such as children arriving late at night with no clothing or other belongings, the need for storage space for multiple items for multiple ages (cribs, highchairs, car seats, etc.), increased feelings of isolation and the desire for understanding and empathy.

In early 2021, Andy and Sharon decided to form a nonprofit to address these needs, with the goal of easing the burden for current foster parents and encouraging others to consider becoming licensed as foster care providers.

The organization was named Nurturing Foster Families, Inc. and in early March 2021 the Cape Cod Foster Closet opened its doors in Orleans, MA, where we continue to provide support to foster families, relative caregivers, social workers and other professionals in the community who encounter families caring for other people's children. We continue to be a totally volunteer-run organization and rely on a core group of 70+ volunteers to serve families on Cape Cod and the Islands.