



SCHENECTADY COMMUNITY MINISTRIES

Schenectady, NY ~ www.sicm.us

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To Nourish, Bridge, and Challenge our Community

Executive Director Search Packet

Organizational Background

Schenectady Community Ministries (SiCM) is an interfaith-based collaborative serving the city of Schenectady and surrounding region. Its mission is *to promote faith inspired collaborative service to bridge divides and ensure a strong and unified community*. Our tag line is *“To Nourish, Bridge and Challenge our Community”*

For more 50 years SiCM has engaged faith congregations have worked collaboratively to address food insecurity and develop solutions to some of the community’s most pressing challenges. Today, we operate a food pantry, facilitate access to support services such as Supplemental Nutrition Assistance Program (SNAP) benefits, social activities, and employment resources. SiCM’s leadership has determined that the time is right for the organization to play a leadership role in organizing and supporting community efforts related to social and racial justice. We are looking for an Executive Director with demonstrated experience in community organizing, coalition building, and nonprofit management.

SiCM has 15 (full-time equivalent) staff and owns and manages a variety of properties in the City of Schenectady. There are currently 52 member communities of faith active in SiCM.

SiCM had a long-term Executive Director for 33 years. To bridge the transition, SiCM’s Board of Directors/Steering Committee appointed an interim Acting Director from within the staff so that the former Executive Director could focus on succession planning and leading the Organization through a capital campaign. SiCM hired a consultant to assist with developing a written succession plan, facilitate high level strategic planning, and support the hiring process.

Looking Ahead

SiCM has recently engaged in a community planning process and revised its bylaws and constitutions to reflect its commitment to working as an inter-faith organization. SiCM’s membership currently includes faith-based congregations but the organization is in the process of re-evaluating this structure to expand and diversify membership. The Executive Director plays a critical role in engaging members and building the working relationships needed to accomplish the organization’s mission and to carry out its programs.

To Apply

Interested and qualified candidates may send a resumé, required cover letter that serves as a writing sample, and salary/total compensation requirements to resumes@nycon.org as soon as possible. Applications will be reviewed and interviews will be scheduled on a rolling basis until the position is filled. The total compensation/salary structure is flexible depending on whether the selected candidate is a member of clergy or a lay-person. The New York Council of Nonprofits is accepting confidential resumes on our behalf.

Equal Opportunity Employer

It is the policy of Schenectady Community Ministries to provide equal employment opportunities for minorities, women, persons with disabilities and protected class veterans and to prohibit discrimination in employment on



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the basis of race, color, religion, sex, gender, national origin, age, disability, sexual orientation, marital status, creed, veteran status, military status, genetic predisposition or carrier status, or retaliation with respect to hiring, compensation, terms, conditions or privileges of employment.

About the Ideal Candidate

The ideal candidate will include the following skills and characteristics:

- ✓ **A visionary and facilitative leader** capable of inspiring engaging and providing leadership to other community leaders.
- ✓ **An experienced social and racial justice advocate** with a vision for engaging the community and developing an advocacy agenda.
- ✓ **A team builder**, supporting and developing a strong and capable Board of Directors/Steering Committee and staff team.
- ✓ **A collaborator**, committed to creating and sustaining working partnerships.
- ✓ **A capable community organizer**, able to work with diverse stakeholders and build and empower community leadership.
- ✓ **A strong project manager**, able to engage stakeholders, delegate tasks, and hold people accountable.
- ✓ **A respectful listener and consensus builder**, capable of forging consensus and facilitating effective collaborative decisions.
- ✓ **A person of integrity**, committed to high ethical standards, transparency, and accountability.
- ✓ **An effective executive**, knowledgeable of the legal, fiduciary, and regulatory principles governing nonprofit Organizations.
- ✓ **An effective and creative fundraiser**, capable of raising funds from individuals, corporations, government, and private foundations.
- ✓ **Demonstrated experience working with inter-faith organizations.**

About the Position

The position is full-time, based in Schenectady, New York. Regional travel is required. A reliable vehicle and clean, valid driver's license are required.

Executive Director Job Description and Responsibilities

The Executive Director is responsible for the successful leadership and management of the Organization according to the strategic direction set by the Board of Directors/Steering Committee. SiCM has an engaged and committed Board of Directors/Steering Committee and membership. The Executive Director will work with the Board/Steering Committee and membership (delegates of faith communities) to develop a strategic plan that will drive organizational priorities and decision making over the next several years. The Executive Director will provide strong support to the Board/Steering Committee and membership to maximize their engagement; to ensure that they stay abreast of important community, social, and racial justice issues; and to help the Organization develop a strong legislative and advocacy platform. The Executive Director will develop the



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relationships necessary to support and sustain the Organization through corporate sponsorships, private foundations, and government contracts.

Primary Duties and Responsibilities. The Executive Director is responsible for the following:

Leadership

- Participates with the Board of Directors/Steering Committee in developing a vision and strategic plan to guide the Organization.
- Identifies, assesses, and informs the Board/Steering Committee of internal and external issues that affect the Organization.
- Acts as a professional advisor to the Board/Steering Committee on all aspects of the Organization's activities.
- Fosters effective teamwork between the Board and the Executive Director and between the Executive Director and staff.
- In addition to the President of the Board, acts as a spokesperson for the Organization.
- Conducts official correspondence on behalf of the Board, as appropriate, and jointly with the Board, when appropriate.
- Represents the Organization at community events to strategically enhance the Organization's profile.
- Advocates on behalf of the Organization to local, state, and federal officials.

Operational planning and management

- Develops an operational plan that incorporates goals and objectives that works towards the strategic direction of the Organization.
- Ensures that the operation of the Organization meets the expectations of its members, affiliate members, Board/Steering Committee and Funders.
- Oversees the efficient and effective day-to-day operation of the Organization.
- Drafts policies for the approval of the Board/Steering Committee and prepares procedures to implement the organizational policies; reviews existing policies on an annual basis and recommends changes to the Board/Steering Committee as appropriate.
- Ensures that personnel, donor, funder, volunteer, and other files are securely stored, and privacy/confidentiality is maintained.
- Provides support to the Board/Steering Committee by preparing meeting agendas and supporting materials.
- Ensures that financial statements and board reports are provided in a timely fashion to allow for review and discussion prior to Board approval.

Program planning and management

- Develops and implements a board-approved community organizing and social/racial justice agenda.
- Engages and develops relationships with and between the inter-faith community.
- Oversees the planning, implementation and evaluation of the Organization's programs and services.
- Ensures that the programs and services offered by the Organization contribute to the Organization's mission and reflect the priorities of the Board/Steering Committee.
- Monitors the day-to-day delivery of the programs and services of the Organization to maintain or improve quality.
- Oversees the planning, implementation, execution, and evaluation of special projects.



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Human resources planning and management

- Determines staffing requirements for organizational management and program delivery.
- Oversees the implementation of the human resources policies, procedures and practices including the development of job descriptions for all staff.
- Establishes a positive, healthy, and safe work environment in accordance with all appropriate legislation and regulations.
- Recruits, interviews, and selects staff that have the right technical and personal abilities to help further the Organization's mission.
- Ensures that all staff receives an orientation to the Organization and that appropriate training is provided.
- Implements a performance management process for all staff which includes monitoring the performance of staff on an on-going basis and conducting an annual performance review.
- Coaches and mentors staff as appropriate to improve performance.
- Disciplines staff when necessary in accordance with personnel policies; releases staff when necessary using appropriate and legally defensible procedures.

Financial planning and management

- Works with staff and the Board/Steering Committee (Audit and Finance Committee) to prepare a comprehensive budget
- Works with the Board/Steering Committee to secure adequate funding for the operation of the Organization.
- Researches funding sources, oversees the development of fundraising plans, and writes funding proposals to increase the funds of the Organization.
- Participates in fundraising activities as appropriate.
- Secures sponsorships to offset costs associated with delivery of programs and services.
- Approves expenditures within the authority delegated by the Board/Steering Committee.
- Implements financial policies and procedures as established by the Board/Steering Committee and recommends new policies to the Board/Steering Committee, as necessary.
- Administers the funds of the Organization according to the approved budget and monitors the monthly cash flow of the Organization.
- Provides the Board/Steering Committee with comprehensive, regular reports on the revenues and expenditure of the Organization in a timely fashion.
- Ensures that the Organization complies with all legislation covering taxation and withholding payments.
- Works with the Board/Steering Committee to ensure that appropriate state and federal filings are done in a timely manner, including the annual audit if and as necessary.
- Ensures and oversees the timely submission of grant applications and reports.

Community relations/advocacy

- Communicates with stakeholders to keep them informed of the work of the Organization and to identify changes in the community served by the Organization.
- Establishes good working relationships and collaborative arrangements with membership delegates, faith-based Organizations, community groups, funders, politicians, and other Organizations to help achieve the goals of the Organization.



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Risk management

- Identifies and evaluates the risks to the Organization's people, property, finances, goodwill, and image; and implements measures to control risks.
- Ensures that the Board/Steering Committee and the Organization carries appropriate and adequate insurance coverage.
- Ensures that the Board/Steering Committee and staff understand the terms, conditions, and limitations of the insurance coverage.
- Ensures the Board/ Steering Committee is informed of appropriate deadlines for audits, evaluations, and other requirements to be in compliance with Non-Profit Revitalization Act and other regulations.

Required Qualifications: Education and Experience

- Demonstrated experience as a community organizer and social/racial justice advocate.
- Bachelor's Degree in Business, Human Services, or other related field; Master's Degree preferred.
- 5 or more years of progressive management experience in a nonprofit Organization or public administration.
- Other related experience in lieu of educational and management experience.

Required Knowledge, skills, and abilities

- Knowledge of leadership and management principles as they relate to nonprofit/charitable Organizations.
- Knowledge of all federal and state legislation applicable to food programs.
- Knowledge of current trends, challenges and opportunities relating to the mission of the Organization.
- Knowledge of human resources management.
- Knowledge of financial management.
- Knowledge of project management.
- Strong analytical and fiscal foundation.
- Ability to prioritize and manage time effectively and efficiently.

Proficiency in the use of computers for:

- Microsoft Office suite of programs.
- Financial management.
- E-mail.
- Internet.
- Knowledge of Social Media and Web Marketing.

To Apply

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Personal characteristics

The Executive Director should demonstrate competence in the following:

- **Be adaptable:** Demonstrate a willingness to be flexible, versatile, and/or tolerant in a changing work environment while maintaining effectiveness and efficiency.
- **Accountability:** Takes responsibility for ensuring staff, volunteer, and Board resources are well coordinated and quality results are achieved in a timely manner.
- **Behave Ethically:** Understand ethical behavior and business practices, and ensure that own behavior and the behavior of others is consistent with these standards and aligns with the values of the Organization.
- **Build Relationships:** Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the Organization.
- **Communicate Effectively:** Speak, listen, and write in a clear, thorough, and timely manner using appropriate and effective communication tools and techniques.
- **Creativity/Innovation:** Develop new and unique ways to improve operations of the Organization and to create new opportunities.
- **Focus on Member Needs:** Anticipate, understand, and respond to the needs of members and affiliate members to meet or exceed their expectations within the organizational parameters.
- **Foster Teamwork:** Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- **Lead:** Positively influence others to achieve results that are in the best interest of the Organization.
- **Make Decisions:** Assess situations to determine the importance, urgency, and risks, and make clear decisions which are timely and in the best interests of the Organization.
- **Organize:** Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information, and activities.
- **Plan:** Determine strategies to move the Organization forward, set goals, create and implement actions plans, and evaluate the process and results.
- **Solve Problems:** Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.
- **Think Strategically:** Assesses options and actions based on trends and conditions in the environment, and the vision and values of the Organization.
- **Advocate:** Develop strategic initiatives with Board/Steering Committee and advocate with local, state and federal decision makers.