



EXECUTIVE DIRECTOR

OUR ORGANIZATION

The Cove for Grieving Children's mission is to "provide hope and healing for grieving children and teens." We do this by providing or arranging for the provision of the necessary resources, supports and community connections in order to relieve or lessen the burden of a grieving family.

For over twenty years, The Cove has provided programs that help children understand the grieving process and supports and serves them in a safe and healing environment. The Cove is the largest children's grieving center in Connecticut with a Coordinating Office in Meriden and family Cove Site locations in Guilford, New Haven, Meriden, Stonington, West Hartford., Easton - serving Newtown/Fairfield County and East Hartford.

THE OPPORTUNITY

Reporting to the Board of Directors, this position offers a tremendous opportunity for a high energy entrepreneurial executive or nonprofit professional. As The Cove's principal employee, the Executive Director oversees all aspects of the day-to-day operations, client programs, staff and contractors, fundraising, *and* developing opportunities to raise the organization's profile. Between its renowned Family Program, Cove in Schools, Camp Erin, referrals and outreach events the Cove served nearly 2,000 people last year. The role of Executive Director includes both internal and external facing responsibilities. Working closely with The Cove's Board of Directors the ED will design and implement a strategy to ultimately expand the organization's services and operations in concert with diversifying and scaling its revenue for sustainable growth. The successful candidate will be a compassionate self-starter capable of creative thinking, establishing priorities, and maintaining effective working relationships.

Key responsibilities include:

Strategic and Financial Planning:

- Develop, execute and monitor yearly budget and goals with monthly report out at Board Meetings
- In partnership with Board, develop a comprehensive strategic plan and update yearly
- Participate as a member of the executive committee

Fund Development, Resourcing, and Outreach:

- Develop, execute and ensure the successful implementation of a comprehensive annual/multi-year plan for fund development.
- Cultivate fruitful relationships with existing and new donors at every level; stimulate donor engagement to grow the Cove's individual donor base
- Direct key fundraising events inclusive of our annual Cove Gala and Race for the Cove
- Network with nonprofit and business organizations to build and maximize relationships

Talent Development:

- Continue to build an effective team of Cove Staff to achieve the mission, vision and goals of the organization
Attract, engage, and develop, and direct, volunteers (all types and talents) in support of The Cove's mission

Programming:

- Provide leadership in programming activities, inclusive of Cove Night, site visits, routine site directors meetings, referrals, school programs, family visits and caregiver evaluations

Qualifications:

- The ideal candidate will be passionate and forward-thinking and want to play a role in developing and managing the successful growth of a nonprofit organization. Nonprofit experience preferred.
- Bachelor's degree required. An advanced degree in related field is desired.
- A minimum of 3 years of experience in nonprofit management or other related field
- Strong familiarity or direct experience in fund development – planning, conducting, supervising standard activities; demonstrated track record of personally cultivating, stewarding and soliciting donors at the corporate, foundation and individual level
- Superior interpersonal communication skills with demonstrated ability to interact in delicate, sensitive, and/or complex situations. Sensitivity to privacy.
- Interest in nonprofit governance and experience leading (directly or indirectly) staff and volunteers
- Experience with overseeing financial management, financial systems, managing budgets, reporting, and audits; nonprofit finance experience preferred
- A record of success in fostering collaboration and strengthening networks

A competitive compensation package, including benefits, will be provided based on experience and skills.

The Cove is an equal opportunity employer committed to creating a diverse and inclusive environment for all employees.

Interested candidates should submit a resume and cover letter to: thecovectjobs@gmail.com