



Norwood Together

Position: Part-time Executive Director

Reports to: Norwood Together Board

ABOUT NORWOOD TOGETHER:

Norwood Together is an all-volunteer, resident-led 501c3 organization. We believe Norwood is uniquely situated in Greater Cincinnati to become a diverse destination city where businesses prosper, households thrive, and everyone is welcome. Making that happen will take dedication and consistent, persistent work.

Norwood Together creates investment and opportunity by connecting with every major civic institution in the city, as well as Xavier University and a variety of major regional organizations. We bring neighbors together building community pride and engagement.

Our mission: To grow and build equitable economic and community development in Norwood

Norwood Together values equity, transparency, compassion, creativity, integrity, and inclusion. Equity is the guiding principle of our work. We value all residents as equal stakeholders. We believe in seeking out and accepting new ideas. Partnership and feedback are the driving forces for community work. We recognize and value the history of Norwood, as well as the history and experiences of all its residents and organizations. We harness residents' skills and knowledge, innovative ideas, and collaborative partnerships to find new community solutions and economic development opportunities. Our commitment to high standards drives everything we do.

For more information, see NorwoodTogether.org.

POSITION OVERVIEW: Part-time Executive Director, Norwood Together

The Executive Director is the key management leader of Norwood Together. The Executive Director is responsible for overseeing the administration, programs, and strategic plan of the organization. Other key duties include fundraising, marketing, and community outreach. The position reports directly to the Board of Directors.

SALARY AND HOURS:

\$25,000 - \$30,000 for 20 hours/week, 2 weeks paid vacation, with the potential of expanding to full time over 3 years. Flexible hours including availability during nights and weekends for community events. Hybrid working environment with a minimum of 10 hours/week in office. This is a contract position that requires the filing of a 1099 IRS tax form.

RESPONSIBILITIES:

1) General:

- Responsible for leading Norwood Together in a manner that supports and guides the organization's mission as defined by the Board of Directors.
- Report to and work closely with the Board of Directors to seek their involvement in policy decisions, fundraising and to increase the overall visibility of the organization.
- Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.
- Facilitate board meetings and regularly communicate with committee leadership.
- In collaboration with the Board, establish employment and administrative policies and procedures for all functions and for the day-to-day operation of the organization.
- Review and approve contracts for services.
- Other duties as assigned by the Board of Directors.

2) Financial Performance and Viability:

- Responsible for fundraising and developing other revenues necessary to support Norwood Together's mission including researching and writing grants.
- Planning and operation of the annual budget.
- Responsible for the fiscal integrity of Norwood Together, to include submission to the Board of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.
- Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.

3) Organization Mission and Strategy:

- Responsible for implementation of Norwood Together's programs that carry out the organization's mission.
- Implementation of organization strategic plan. Responsible for planning to ensure that Norwood Together can successfully fulfill its mission in the future.
- Serve as Norwood Together's primary spokesperson to the organization's constituents, the media, and the general public.
- Establish and maintain relationships with a diverse array of stakeholders including: professional, civic, and private organizations such as governmental entities. Utilize those relationships to strategically enhance Norwood Together's mission.
- Responsible for the enhancement of Norwood Together's image by being active and visible in the community.
- Oversee marketing and other communications efforts.

4) Organization Operations:

- Responsible for the potential hiring and retention of competent, qualified staff.
- Recruit, supervise and collaborate with volunteers and potential staff including Xavier student interns. Support and cultivate volunteer leadership.
- Collaborate with Xavier University on opportunities such as class projects and community involvement.
- Responsible for effective administration of Norwood Together operations.
- Responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of the organization.

PREFERRED QUALIFICATIONS:

- A bachelor's degree, nonprofit management experience preferred.
- Strong work ethic and leadership skills demonstrating a high level of transparency, integrity, and resiliency.
- Experience and skill in working with and or on a Board of Directors.
- High level strategic thinking and planning. Ability to envision and effectively communicate the organization's mission and strategic goals to board, volunteers, donors, and the overall community.
- Active fundraising experience. Excellent donor relations skills and understanding of the funding community.
- Ability to successfully generate new revenue streams and improve financial results.
- Previous success in collaboration and relationship building with individuals and organizations of influence such as funders, partner agencies and volunteers.
- Excellent organizational skills. Demonstrate ability to develop and manage projects; collaborate with project managers and delegate tasks as needed.
- Strong understanding of financial management, including budget preparation, analysis, decision making, and reporting.
- Strong written and oral communication skills including public speaking.

TO APPLY:

Please submit cover letter and resume with three references to mcmiller1952@gmail.com

Applications will be accepted until June 1, 2023.

INCLUSION:

In accordance with Federal Law, this organization is prohibited from discrimination on the basis of race, color, national origin, sex, age, or disability. Norwood Together is an equal opportunity employer and service provider. We welcome applicants from underrepresented identities, and those who have a commitment and track record of bringing an inclusive and equitable approach to their work.