



EAST END
COOPERATIVE
MINISTRY

PERFORMANCE PROFILE
EXECUTIVE DIRECTOR
PITTSBURGH, PA

BACKGROUND

East End Cooperative Ministry (EECM) was founded in 1970 as a collective response to changes in Pittsburgh's eastern urban neighborhoods, born when the leaders of 18 local faith communities recognized that the troubles of the community were too great for any one of them to address alone. Starting with interracial breakfasts for Peabody High School students, EECM's services have expanded to meet the changing needs of the community.

Our organization is a model of what can be accomplished when people come together. We are dedicated to helping vulnerable adults and at-risk children and youth throughout the neighborhoods we serve. An interfaith ministry, EECM seeks to make a difference in the lives of individuals and families by tending to their needs for today, as well as their hopes for tomorrow.

For many of the individuals we serve, EECM provides the necessities of life: a hot meal, a safe place to sleep, food for the family. For others, we offer a place to regain strength after a hospital stay, a support system to work toward recovery, or one-on-one help to change life for the better. For young people, EECM provides educational programs, drug and alcohol prevention programs, violence prevention programs, Summer Day Camp, and a concerted effort to show our children a better future.

EECM's core programs work in three vital areas: Hunger, IMPACTS (Individuals Making Progress and Changes Towards Self-sufficiency), and Children and Youth Services. In 2013, we served 25,000 lunches to those in need of a nutritious meal. The Men's Emergency Shelter provided 11,632 nights of shelter to 414 men. Over 300 at-risk elementary, middle, and high school students attended our After-school Programs.

Today, EECM is a large and growing community-based nonprofit organization. In November 2013, we moved into a beautiful new 56,000 square foot LEED certified Platinum (pending) facility that enabled all of our staff and resources to be located under one roof for the first time since our founding. EECM's annual operating budget is \$4M. We have a staff of 59 (35 FTE and 24 PTE), 800 dedicated volunteers every month, and an engaged Board of Directors. The Board of Directors currently has 10 members and reflects representation from the community and Council of Congregations, but is expanding to 25 to support the growing diversity of the community and those we serve. The Council of Congregations has grown from the founding 18 to 46, representing diverse faiths and beliefs.

Please visit <http://www.eecm.org> for additional information on our remarkable organization.

POSITION OVERVIEW

EECM's current Executive Director (E.D.) is retiring in June 2014, and the organization is in need of its next dynamic and talented leader. In 2013, EECM completed a successful capital campaign, which raised \$15.4M in funding and commitments and funded the construction of its new facility, Community House. This new facility presents both opportunities and challenges. The organization seeks a candidate who envisions and capitalizes on potential and possibilities, while also possessing the operational heft to maximize usage of this beautiful, new building to serve as a community resource and gathering space, ensuring that EECM's mission is preserved and advanced.

The E.D. reports to and works collaboratively with the Board of Directors and has to interface with many constituent groups including board committees, the Council of Congregations, funders, staff, elected officials, and other stakeholders. This position has chief responsibility for the implementation of the goals and objectives of the agency. The E.D. works with the Board President to enable the Board of Directors to fulfill its functions and to give direction and leadership toward the achievement of the agency's philosophy, mission, strategy, and annual goals and objectives.

The EECM E.D. is primarily responsible for, but not limited to, the following duties and responsibilities:

- Managing the administrative functions of the organization, including but not limited to, financial obligations, human resources, and fundraising.
- Through diverse strategies, ensuring that the financial, facility, system, and human capital resources exist to achieve the organization's goals.
- In concert with the Board of Directors, working to develop strategic, financial, and business plans and policies that positively impact the organization. Implementing those plans through various programs and initiatives adopted by the Board.
- Working with senior staff to oversee the development of programs and plans that meet community needs. Ensuring that those programs are of high quality and evaluated at regular intervals.
- Providing leadership to staff, and setting goals, responsibilities, and expectations for each staff member. Ensuring that the talents and abilities of staff are best used to promote the goals of the agency through staff development, training, and support.
- Working with Board members to facilitate regular Board meetings, ensuring the Board is informed, and organizing effective committees to further EECM goals.
- Assuming a highly visible public role to promote the mission and goals of the agency and acting as spokesperson for the agency with media and other key stakeholders. Serving as the primary liaison with elected and appointed officials.
- Building positive relationships with partners, funding sources, Board members, government representatives, and the community. Overseeing submitted foundation and government grant appeals, and ensuring that grant reporting happens in a timely and professional manner.
- Performing other assigned duties as required for the success of the organization.

PERFORMANCE OBJECTIVES

The current and future challenges facing all nonprofit organizations are numerous. In the near term, the E.D. will be expected to successfully manage and lead EECM while meeting and successfully addressing the following short-term challenges:

- Develop, in concert with the Board and other significant stakeholders, a strategic plan or guiding principle documents to help the organization make key decisions.
- Gain an understanding of the actual operating costs associated with operating this brand new building and develop scenario plans related to programming and earned revenue possibilities.
- Ensure that the revenue, earned and contributed, is in place to support those plans.
- Develop a human capital plan to support the building's needs and to leverage the possibilities it presents for EECM and the community.
- Increase the community connections and partnerships that allow EECM to keep pace with the changing dynamics of the surrounding business, nonprofit, residential, civic, and spiritual communities.

COMPETENCIES

The ideal candidate possesses the following behavioral characteristics and strengths:

- **Conflict management** - is able to find common ground and cultivate cooperation with minimal noise; good at focused listening.
- **Integrity and trust** - is widely trusted and seen as a direct, truthful individual; keeps confidences; admits mistakes.
- **Decision quality** - makes good decisions (without considering how much time it takes) based upon a mixture of analysis, wisdom, experience, and judgment.
- **Ethics and values** - adheres to an appropriate (for the setting) and effective set of core values and beliefs during good and bad times; acts in line with those values; practices what he/she preaches.
- **Political savvy** - is able to maneuver through complex political situations effectively and inconspicuously; anticipates the land mines and plans his/her approach accordingly.
- **Priority setting** – spends his/her time and the time of others on what's important; quickly zeroes in on the critical few and puts the trivial many aside; eliminates roadblocks; creates focus.
- **Written and verbal communications** - is able to write and speak clearly and succinctly in a variety of communication settings and styles; can get messages across that have the desired effect.

KNOWLEDGE, SKILLS AND ABILITIES

The successful Executive Director candidate will be an experienced and tested leader who possesses a combination of the following:

- A bachelor's degree from an accredited institution and at least 10 years of management and supervisory experience or any equivalent combination are required. An advanced degree is preferred, as is experience within nonprofit organizations as executive, senior staff or board member.
- A passion for the mission of EECM and demonstrated commitment to improving the human condition; strong knowledge of social and human service delivery systems and funding streams.
- Demonstrated success executing fundraising strategies and tactics.
- Excellent interpersonal skills and ability to deal with people through challenging situations; someone who easily forms strong and positive relationships with key stakeholders.
- Demonstrated financial and operational management acumen and skilled with budget development and management, preferably with organizations similar in size, scope and scale of complexity.
- Demonstrated strategic leadership; proven ability to build and guide organizational capacity with compelling and strategic vision while overseeing daily operations.
- Accomplished problem solver with an eye to innovative and creative solutions.
- A servant leader with a participatory management style capable of growing the leadership capacity of staff.
- Demonstrated cultural competence within minority and low-income communities.
- Sensitivity to diverse faith traditions and ability to effectively interact with member clergy.
- Strong verbal aptitude, writing and oral presentation skills.
- Demonstrated energy, enthusiasm and positivity.

COMPENSATION

This position offers a competitive salary, and a generous benefits package, consistent with other nonprofit organizations of similar size, scope and scale. For more information on this please consult the organization's IRS Form 990 on Guidestar.

TO APPLY: <http://nonprofittalent.theresumator.com/apply/W9L8Od/Executive-Director-East-End-Cooperative-Ministry.html>

APPLICATION MATERIALS DUE BY: 5 PM, Monday, March 31, 2014

EECM has retained Nonprofit Talent to assist with this important organizational change process. Interested individuals wishing to confidentially discuss this opportunity may contact Todd Owens, Principal at 412.512.3879, or email Todd@NonprofitTalent.com. Please direct all inquiries related to this position to Nonprofit Talent and do not contact EECM.

East End Cooperative Ministry is an equal opportunity employer.