

## **Asset Building Coalition of Forsyth County Executive Director Position Description**

**The Asset Building Coalition of Forsyth County** is seeking an **Executive Director** to manage the day to day operations of the newly formed 501 (c) (3) organization. This critical role is responsible for implementing and supporting strategic initiatives to unite Forsyth County by raising awareness and taking action on asset poverty, its affects on individuals, families, and the community at large. A passion for equity, social justice and economic mobility, along with strong interpersonal skills, will make an excellent candidate for this position.

### **About Us**

**The Asset Building Coalition of Forsyth County** was formed as a community collaborative in 2014 as a response to the 2012 Municipal Economic Opportunity Profile developed by Prosperity Now (previously CFED). This report highlighted issues in the community that lead to a disproportionate number of families living in asset poverty. In 2019, The Asset Building Coalition of Forsyth became a incorporated as a non-profit entity and continues to address asset poverty through the following initiatives: 1) mitigating the public benefits cliff 2) creating a voluntary living wage certification program 3) increasing the number of families prepared for unexpected expenses through the Forsyth Saves Campaign, 4) supporting financial capability specialist through a professional development certification, and finally 5) educating community about the root causes of asset poverty through Advocacy and Public Policy Initiatives.

### **What the Job Looks Like**

The Executive Director (ED) will be a strategic, visionary leader with excellent fundraising, programmatic, administrative operations, relationship-building, and advocacy skills. Reporting to the Board of Directors, the ED is responsible for overall leadership and operations of the Asset Building Coalition of Forsyth County: including personnel, finances, mission delivery, communication, fund development, and management. The ED will continue organizational development and further its sustainability in conjunction with staff, Board, and stakeholders. Key responsibilities include:

### **Strategic Leadership and Board Relations**

- Works in partnership with Board members, to assist them in their board operations, administration, planning, and information dissemination.
- Assists in budget preparation and monthly financial statements while ensuring the Coalition operates within budget guidelines.
- Communicates regularly with the Board and Coalition membership to provide all pertinent information necessary for the organization to function effectively and to make informed decisions.

- Ensures implementation of legal and financial compliance, organization policies, services and goals as approved by the Board.
- Serves as a strategic, visionary leader with the ability to proactively communicate how specific priorities are driving overall business goals to key stakeholders, membership, staff and Board.
- Maintains a working knowledge of developments and trends in the field.

### **Relationship Building**

- Serves as the organization's lead spokesperson and relationship-builder in the community, acquiring and nurturing relationships that advance the Asset Building Coalition of Forsyth County
- Expands public awareness, representing the organization within the community, including the media. Explores ways for the Asset Building Coalition of Forsyth County to gain new external support and resources.
- Maintains relationships with current and potential major funders of the organization and shares critical information with Board of Directors and Fundraising Committee.

### **Mission Delivery**

- Promotes an environment that places the social economic mobility of community at the forefront of all decision-making.
- Ensures on-going programmatic excellence, rigorous program evaluation, and consistent quality of finances and administration, fundraising, communications, marketing, networks, relationships and community collaborations.
- With an eye towards social justice, provides consultation and guidance about the on-going visioning and planning of service delivery to fulfill the mission.
- In timely fashion, shares information with the Board , membership, and appropriate committees regarding mission, model, or service changes.

***Performs other job duties as requested by the Board of Directors and committee chairs, within the scope of the position.***

### **Important qualifications for success of the applicant**

- Bachelor's degree desired. Advanced degree in business, social sciences, health, or related field desired.
- Minimum of 5 years' experience in policy and advocacy, public health, or business management. Prior experience in nonprofit management desired.

- Demonstrated grant writing experience is desired.
- Experience and aptitude for working collaboratively with communities and diverse groups of people that have been marginalized.
- Broad knowledge of the systems and policies that impact asset poverty.
- Experience in networking and influencing through community organizing, collaboration and/or partnership.
- Excellent communication skills, both verbal, presentation, and written.
- Strong analytical and strategic thinking skills.
- Successfully pass a background check.
- Personal discipline to work autonomously.

To apply please provide complete the application using the link below and include:

- A cover letter detailing how your experience aligns with the job qualifications;
- An updated resume, curriculum vitae and/or bio.

[APPLICATION LINK](#)

<https://form.jotform.com/201115834966154>

Dated: May, 2020