

Chief Executive Officer

WFC's Board of Directors seeks a Chief Executive Officer to support and expand WFC's existing programs and assets while identifying growth and resource opportunities that both further the organization's mission and meet the needs of the community. The CEO will have full responsibility and authority for the management of WFC's operations and finances, supervision of the staff and their activities, and implementation of WFC plans and programs in accordance with the policies formulated jointly with the staff and the Board. The ideal candidate will

- provide strategic leadership and bring a fresh perspective to WFC;
- drive fundraising efforts, development and stewardship;
- possess high energy, integrity and deep emotional intelligence;
- be the organization's primary representative to the broader community as a visible and involved member of Meriden and the areas WFC serves;
- excel at building relationships with strategic partners and stakeholders;
- be a systems thinker, a problem solver, an entrepreneurial spirit; and
- develop and maintain a strong relationship with the Board.

Candidates for the CEO position must have a professional background with a minimum of ten (10) years of relevant experience with increasing supervisory and administrative responsibility. Bachelor's degree is required, advanced degree preferred, with a specialization in social work, business administration, public administration, nonprofit management, or an appropriate related discipline. The following are key abilities and qualifications:

Strategic Communications, Community Collaborations and Alliances

- Proven ability to develop and implement marketing and communications programs that create a clear and consistent identity and understanding of the mission and impact of WFC in the community
- Possess experience developing an organizational communications plan that is strategic, proactive and includes social media and website content management
- Initiative to seek, develop and maintain productive and mutually beneficial collaborative relationships with other organizations

Fundraising, Development and Stewardship

- Extensive experience in grant writing and preparing successful funding proposals
- Demonstrated success in recruiting and stewarding high level donors, sponsors and volunteers; experienced in planning and executing a capital campaign and building resources for sustainability
- Possess an eagerness and ability to quickly form relationships with a diverse group of stakeholders, including philanthropic partners, government agency officials, and collaboration partners; cultivating and maintaining relationships with private and public funders
- Experience developing fundraising strategies and providing leadership ensuring the success of special events

Operations, Talent Management and Staff Development

- Experience recruiting, hiring, supervising, mentoring, providing professional development opportunities, and directing and evaluating senior staff in the performance of their duties
- Ability to leverage and support existing programs and services; identify and implement new programs in alignment with strategic plan
- Ability to maintain and encourage open communications with staff, the Board, volunteers and the community

Financial Management and Planning

- Experience with non-profit budget building and management; Prepare and administer annual operating and capital budgets with the Chief Financial Officer; ensure appropriate systems, procedures and financial controls are in place
- Oversee all financial reporting, contractual obligations and donor/funder restrictions, and maintain appropriate internal policies and procedures ensuring such compliance
- Superior planning skills with an ability to prioritize multiple tasks concurrently

Governance, Board Relations and Management

- Manage communication with the Board to provide regular comprehensive reports on revenue, expenditures and other key financial and non-financial metrics to support successful and informed planning and action

- Experience with board governance and working with boards on strategic planning, policy development, financial management, and fundraising

Personal Characteristics and Leadership Attributes

- Effective listener, open-minded, flexible
- Display optimism and common sense
- Relationship/coalition builder; approachable and fair
- Strongly committed to equity, diversity, inclusion, and social justice
- Self-confident, diplomatic; sense of humor
- Well-organized and results-driven with both big-picture understanding and an attention to detail
- Enthusiastic, focused, driven, visionary, politically savvy
- Possess excellent verbal and written communication skills
- Bi-lingual Spanish-English speaker a plus

Qualified candidates may apply online at [Chief Executive Officer position](#) or alternatively send letters of interest with resume and salary history to:

WFC Chief Executive Officer Search

Attention: Astrid Ojeda

169 Colony Street

Meriden, CT 06451

The Chief Executive Officer is an "exempt" position. Salary range commensurate with experience. WFC offers a generous benefit package and collaborative work environment.

WFC provides equal employment opportunities to all employees, and applicants for employment, without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression.