

Friends of Cambridge Rindge and Latin School (FOCRLS) Executive Director (Part-Time)

Organization Description and Mission:

Friends of Cambridge Rindge and Latin School (FOCRLS) is a 501(c)3 non-profit community-high school partnership founded by two CRLS parents in 2006. The mission of FOCRLS is to develop, support, and enrich the academic and social development programs at Cambridge Rindge and Latin High School (CRLS) and to support the alumni of CRLS and its predecessor schools. In so doing, FOCRLS promotes achievement and a greater community investment in the future of CRLS, its current students, and its graduates.

Position Purpose and Definition

Reporting to the Board of Directors, the Executive Director is the Chief Executive Officer of Friends of Cambridge Rindge and Latin School. The Executive Director is responsible for the organization's consistent achievement of its mission and financial objectives. The Executive Director plays the key role in managing FOCRLS fundraising and development initiatives, as well as in the management of FOCRLS programs. The FOCRLS Executive Director plays a central role as ambassador and advocate for Friends of CRLS and Cambridge Rindge and Latin School in the Cambridge community and beyond.

Responsibilities:

- **Leadership and Management** (1/3 of time)
 - Supervises FOCRLS staff and day-to-day operations, in particular providing oversight of staff support for FOCRLS programs and FOCRLS Board and Committees.
 - Oversees budget, including monitoring of revenue and expenditures, and maintaining sound financial practices.
 - Oversees external communications by staff, Board, and volunteers (including press, social media, emails, posters, flyers and brochures; annual reports, etc.) with the community and coordinates internal communications to the Board.
 - Acts as primary staff "face" of the organization to the community, including donors, businesses, higher education institutions, local government and other community partners, and as primary staff liaison to CRLS staff and CSPD administration.
 - Maintains a climate which attracts, keeps, and motivates staff, board members, and volunteers.
 - Cultivates a climate of collaboration, innovation, transparency and openness to new ideas and strategies within FOCRLS and in cooperation with community partners.

- **Development** (2/3 of time)
 - Designs and implements a major donor campaign, mobilizing the Board of Directors in all phases of the campaign.
 - Oversees annual solicitations and grant submissions. May participate in grant-writing as needed.
 - Coordinates activities by Board members and volunteers undertaking fundraising events and projects including but not limited to house parties, raffles, business breakfasts, and mailed solicitations.

Requirements

- Bachelor's degree minimum. Graduate degree in education, public administration, or related field a plus.
- At least 5 years of experience in an executive or development role in a non-profit organization required, including proven track record in fundraising. Experience with grant writing highly desirable. Successful cultivation of major donors would be a plus.
- Demonstrated experience in staff and volunteer management. Experience with board leadership in a staff or lay leader role highly desirable.
- Demonstrated experience in budget management.
- Excellent written and oral communications skills.
- Demonstrated ability to speak with/to diverse audiences at meetings and events.
- Experience working with the Cambridge community and public schools, or other urban school systems, highly desirable.
- Demonstrated administrative computer skills, including experience with Microsoft Office suite, particularly Word and Excel, and data management software.
- Demonstrated ability to work in a fast-paced dynamic team environment, reaching out to diverse constituencies.
- Ability to work flexible hours, as required by the demands of the role.

Hours and compensation

- Hours: 20 hours/week.
- Salary: \$30,000/year (\$52,500 full-time equivalent) (\$28.85/hour) plus 50% benefits allowance.
- Target start date: November 15.

To apply:

- Please send your resume and a cover letter to apply.focrls@gmail.com with subject line: ED Application.