



Position Title: Executive Director (Part-time 20-25 hours per week)

Zebra Crossings offers empowerment programs for youth affected by chronic medical conditions and their families. Programs include day programs, overnight camp, family weekends, a teen program, a Leader In Training program. Our mission is to:

EMPOWER: Our core values of play, independence, achievement, wellness, and community are interwoven throughout every program. Participants are encouraged to try new experiences and empowered to approach life with greater confidence. **CONNECT:** In a supportive and safe peer environment, participants build lasting friendships which helps them feel included, connected, and understood. **CARE:** Our programs are supported by qualified medical staff who care for the needs of our participants and provide respite for caregivers. Zebra Crossings is a fun, safe place to be and where kids just get to be kids.

Zebra Crossings actively collaborates with partner organizations throughout New England such as the American Youth Foundation, It's My Heart New England, CLOVES Syndrome Community, Epilepsy Foundation of New England, NH Asthma Control Program.

Overview: The Executive Director provides oversight and overall management, planning, vision and leadership for all aspects of Zebra Crossings, including programs and services, finance & administration, resource development, human resources, communications, and board development. The Executive Director assumes a leadership role throughout the region in partnering with collaborating organizations. The Executive Director works with the Board and various Committees to establish vision, policies, strategic focus, priorities, and general scope of programs and services the organization will deliver.

The staff team includes part-time Program Director and Administrative Coordinator positions. Zebra Crossings is supported by a strong Board of Directors (8 members), as well as 10 Committee members and 30 Volunteers.

Responsibilities:

1. Program and Services

- Oversees the design, marketing, promotion, delivery, quality and safety of programs and ensures that services meet the organization's mission and vision.
- Oversees development and coordination of programs and endorsed program partnerships and events.
- Ensures program quality and consistency with organizational goals through ongoing evaluation of all programs and services to determine effectiveness and participant and member satisfaction.
- Develop policies for all program processes including contracts, registration policies, cancellation policy, etc.
- Ability to attend, support and manage programs in the absence of the Program Director.

2. Community and Public Relations

- Ensures the organization and its mission, programs and services are consistently presented in a strong, positive image to relevant stakeholders.
- Serves as lead spokesperson and speaker for Zebra Crossings and assures that the organization's mission is properly presented to various stakeholders.
- Maintains strong and positive relationships with donors, partners, families, and volunteers.

3. Partners with the Board of Directors

- Collaborates with the Board to ensure that Zebra Crossings operates with a long-range strategic plan that is consistent with the mission.

- Informs the Board on conditions, opportunities, issues, and challenges for Zebra Crossings and the environment in which it operates so that the Board can carry out its governance, financial oversight and leadership role.
- Provides for the coordination of Board meetings and communications.
- Serves as staff member to all Board Committees unless otherwise directed.
- Works collaboratively with the Board Chair and Committee Chairs including recruitment of Board/Committee members, onboarding new members, etc.

4. Manage Finances and Fundraising

- Responsible for developing the annual budget and monitors expenditures and income, in conjunction with the Treasurer and Board, to maintain a balanced budget. Coordinates annual reports with the accountant.
- Works with the Development Committee to create a fundraising plan that meets organization's goals.
- Directs responsibility for building strong, mutually beneficial relationships with existing and new funders (donors, sponsors, partner organizations), in order to increase revenue and steward and retain donors.
- Identifies grant opportunities, develops proposals and produces required reporting to the grantor.

5. Human Resources

- Provides overall direction and supervision to all staff, including volunteers and program staff. Develops a yearly work plan with staff, which includes goals, objectives, inputs, and outcomes.
- Institutes quality assurance and supervision strategies to ensure effective performance of staff and volunteers.
- Effectively manages the human resources of Zebra Crossings in a manner which supports a productive, professionally competent workforce in an environment respectful of personal well-being and cultural diversity.
- Manage hiring and termination of staff, and resolution of grievances.

Qualifications and Skills

- Bachelor's Degree or equivalent professional experience.
- Minimum 3 years' experience in a nonprofit leadership role or proven affinity with non-profit sector.
- Proven ability to create, cultivate, and steward professional relationships with external stakeholders.
- Demonstrated project management skills with strong attention to detail.
- Strong experience in fundraising to support the organization preferred
- Youth development program experience preferred.
- Excellent communication skills - written, verbal, interpersonal and public speaking skills required.
- Supervisory and human resources experience, including working with Staff, Board of Directors and volunteers.
- Basic financial management/budgeting.
- Self-starter with the ability to prioritize multiple responsibilities.
- Proficient with Microsoft Office/Google Suite, social media platforms.
- High energy individual who takes initiative with a positive outlook and can thrive in an environment of change and innovation.
- Ability to work flexible hours including evening meetings, occasional overnights/weekends.
- First Aid & CPR certification. Reliable transportation and valid driver's license for meetings required.
- Ability to lift up to 50lbs and walk up to 3 miles, work in variety of weather environments and both indoor and outdoor settings, including uneven terrain, trails, water based activities.
- Vaccinated against COVID-19 and follow COVID-19 protocols to protect our vulnerable youth population.

Salary & Benefits:

- Salary Range: \$28-\$32/hour. Benefits: 10 days PTO (to be prorated based on hours) and 7 paid holidays.
- Job location: NH Seacoast region. Temporarily remote
- Desired start date November 1, 2021.
- Zebra Crossings is an equal opportunity employer.

How To Apply: Please email your cover letter and resume as one pdf file to boardchair@zebra-crossings.org, including your name in the subject line. No phone calls please.