



POSITION: EXECUTIVE DIRECTOR (Part time: 20-25 hours per week)

Zebra Crossings offers medically supervised empowerment programs for youth affected by chronic medical conditions and their families, in the form of overnight camps and family weekends. For more information about Zebra Crossings' mission, programs and history, please visit their website, zebra-crossings.org.

OVERVIEW:

The Executive Director provides leadership, oversight and overall management for all aspects of Zebra Crossings. This person assumes a significant role throughout the region in partnering with collaborating organizations and works with the Board and Committees to establish the priorities, strategic focus and general scope of programs and services that the organization will deliver.

The staff team includes part-time Program Director and Administrative Coordinator positions. Zebra Crossings is supported by a dedicated Board of Directors, as well as additional members and Volunteers.

RESPONSIBILITY:

Community and Public Relations

- Serves as lead spokesperson for Zebra Crossings and ensures the organization and its mission, programs and services are consistently presented in a strong, positive image to relevant stakeholders.
- Maintains strong and positive relationships with donors, partners, families, and volunteers.

Manage Finances and Fundraising

- Develops the annual budget and monitors expenditures and income, in partnership with the Treasurer and Board. Coordinates annual reports with the accountant.
- Works with the Development Committee to create a fundraising plan.
- Builds strong, mutually beneficial relationships with existing and new funders (donors, sponsors, partner organizations), to increase revenue and steward and retain donors.

- Identifies grant opportunities, develops proposals and produces required reporting to the grantor.

Program and Services

- Oversees the development, implementation, and evaluation of camper-safe programs and events and ensures that services meet the organization's values, mission, and vision.
- Develops policies for all program processes including contracts, registration policies, cancellation policy, etc.
- Attends, supports and manages programs in the absence of the Program Director.

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. Mentors staff to help them advance their career objectives.
- Supports a productive, professionally competent workforce in an environment respectful of personal well-being and cultural diversity.
- Manages hiring and termination of staff, and resolution of grievances.

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 challenges and opportunities facing Zebra Crossings to ensure effective Board governance, leadership, and financial oversight.
- Coordinates, manages communications, and attends all Board of Director and Committee meetings.
- Works collaboratively with the Board Chair and Committee Chairs including recruitment of Board/Committee members, onboarding new members, etc.

QUALIFICATIONS & SKILLS:

- Bachelor's Degree or equivalent professional experience.
- Minimum 3 years' experience in a nonprofit leadership role or proven affinity with the 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.
- Competence in financial management/budgeting. Familiarity with QuickBooks or a similar accounting software is a plus.
- 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 is a plus. Reliable transportation and valid driver's license for meetings required.
- Ability to lift up to 50lbs and walk up to 3 miles, work in a 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.
- Desired start date: Immediately
- 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 .