



Position: Executive Director | Reports to: Board of Directors
Total Permanent Employees: 6 | Direct Reports: 5
Additional Summer Staff: 15-20 people
Location: Cincinnati, Ohio | Status: Exempt

ABOUT UPSPRING

UpSpring, formerly known as *Faces Without Places*, was founded in 1998. UpSpring is the only local nonprofit organization dedicated to serving the educational needs of children experiencing homelessness. Today, the organization provides educational and enrichment programming through *UpSpring Summer 360* camp, *UpSpring After School*, *UpSpring Buddies*, and *UpSpring Resource Collaborative*. Through trauma-informed care, UpSpring serves thousands of children experiencing homelessness each year in greater Cincinnati and northern Kentucky.

POSITION SUMMARY

The board of directors of UpSpring, a social services nonprofit, is seeking an experienced, visionary, and passionate nonprofit executive director to advance the mission, establish/implement agency strategy, drive growth, and operate the agency to ensure that it remains operationally sound and stays on course with the mission. The executive director will be a proactive leader that can influence others to promote and support the mission in terms of time, talent, and treasure. They will grow UpSpring strategically and intentionally – take it to the next level - and engage key stakeholders and staff to achieve greater outcomes.

ESSENTIAL JOB RESPONSIBILITIES

Leadership/Management/Board

- Develop and implement a strategic plan in collaboration with the board and key staff with success measures
- Provide leadership in all aspects of program development, staff management, organizational and financial plans with the board and staff; implement said plans and policies
- Responsible for the recruitment, employment, record keeping, management, and evaluation of all permanent staff
- Maintain an effective team of staff with an eye towards succession where applicable; encourage staff development and education
- Serve as the board liaison and collaborate with members for everything related to their role in governance, including new board member recruitment
- Fully inform the board around the condition of the organization and important factors influencing it; work collaboratively with the board, including participation in regular board meetings, executive committee meetings, and/or related board committees

Philanthropy/Fundraising/Development

- Ensure that adequate funds (grants, individual donations, events, and other fundraising efforts) are available to permit the organization to carry out its work
- Collaborate with the development director on all aspects of development, including grant writing, donor solicitation and engagement efforts, events, and other fundraising efforts

Communications

- Represent, publicize, and advocate the organization and its programs to key stakeholders, media, public, and funders
- Form new relationships and collaborate with community groups and aligned organizations
- Create important external communications, including annual reports, promotional materials, and newsletters

Operations & Administration

- Collaborate with the staff and the board to prepare annual operating budgets and operate within the confines of the budget
- Develop and maintain sound financial practices

- Responsible for financial and accounting matters, including accounting of all revenue and expenses and preparation of monthly and annual financial reports in conjunction with external accountants
- Ensure that sound human resource practices are in place and handle all human resources matters
- Maintain official records and documents, and ensure compliance with federal, state and local regulations

Any other duties as assigned by the board.

QUALIFICATION & SKILL-SETS

- A bachelors degree in education, nonprofit management, business, or other relevant field
- Five to seven years' of nonprofit or other relevant experience, particularly in a people-management/leadership role, strategic plan implementation, and fundraising
- Communication: written and verbal communication skills, public speaking, social media, and interpersonal skills
- Organizational and planning skills, including the ability to multi-task and complete a varied set of tasks in a timely manner (willingness to wear multiple "hats")
- Self-motivated and able to work independently
- Demonstrates passion for organization's mission, enthusiasm, and professionalism
- Comfortable working in a small-team atmosphere
- Computer skills: Microsoft Office suite of products, Salesforce, including Word and Excel, and other computer programs
- Operational skills: HR, program management, staff management, strategic planning, finances/budget, etc.

TIMELINE & RESUME SUBMITTAL PROCESS

10/16/2022 – 11/16/2022: Recruitment of potential executive director candidates.

10/17/2022 – 11/18/2022: Phase I: Virtual interviews (45 minutes to 1 hour) with Anne Maxfield, nonprofit consultant

11/30/2022: Phase II: Live interview (1.5 hours) with UpSpring search committee and Anne Maxfield

12/7/2022: Phase III: Live interview (1.5 hours) with board of directors and key staff

Mid-January 2023: Onboard the new executive director

SALARY: \$80,000 - \$85,000 plus a bonus when key metrics/targets are exceeded.

The search committee reserves the right to adjust the timeline and the process at any time.

Cover Letter & Resume Submission Instructions - all candidates' interest and submission will be held in confidence.

Qualified candidates should submit their cover letter and resume to: Anne M. Maxfield at amaxfield1@gmail.com, who is assisting the board with this search. ALL candidates' cover letters and resumes will be carefully reviewed and each will receive confirmation of receipt from Anne. Only those candidates who will be invited to Phase I interviews will receive a second communication. Thank you for your interest in UpSpring and driving its purpose.

UpSpring is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.