

# HARRIS RAND LUSK

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## College and Community Fellowship (CCF) Executive Director Job Description

### Background:

Founded in 2000, CCF aims to remove barriers to reentry into the community for women who have a history with the criminal legal system. CCF's programs address individual, institutional, and systemic change through the following three key program areas: College & Career Programs, Policy & Advocacy and THRIVE Technical Assistance. The agency has a budget of over \$3 million and a staff of 18, and focuses its work at the intersection of racial equity, criminal legal reform, higher education access, economic justice, and community building.

Centering equity as a foundational principle of justice in the context of race, gender, and conviction status, CCF believes that all people should have access to the resources they need to thrive. CCF passionately believes in elevating the leadership of the communities we serve. Learn more about CCF's work at [collegeandcommunity.org](https://collegeandcommunity.org).

### About the Opportunity

CCF seeks an inspiring and strategic leader who is passionate about the organization and mission. The Executive Director provides overall direction and guidance to a high-performing, empowered team of professionals who collectively drive advocacy, fundraising, communications, and programmatic excellence within a sound financial management framework. The Executive Director works with the Board of Directors to define and deliver vision and strategic goals, reinforcing a strong partnership with open and ongoing dialogue.

### Key Responsibilities Include:

#### Strategic Vision and Leadership

- Develop and implement an organizational vision and long-term strategy for CCF with the organization's team and Board of Directors
- Drive a culture of diversity, inclusion and equity ensuring that CCF embodies the values of racial and social justice in support of the population served
- Position CCF as a visible leader in social justice and advocacy
- Facilitate sustained growth through a scalable and efficient service delivery model
- Serve as chief ambassador, effectively communicating CCF's core mission and other objectives with a broad and diverse spectrum of stakeholders

## Executive Management

- Provide oversight for the operational and financial management of a growing organization
- Establish and maintain a climate of trust and learning, encouraging active inquiry in pursuit of organizational effectiveness and growth
- Develop the team and bring passion, inspiration, direction, and business discipline to the organization

## Advocacy and Fundraising

- Advocate for justice transformation, with a focus on increased access to higher education for currently and formerly incarcerated people, and the funding to support it
- Effectively communicate the policy positions, mission, and work of the organization through all media
- Direct and work in partnership with the development team to establish and successfully execute a comprehensive and strategic fundraising plan to achieve CCF's annual revenue targets, including identification, cultivation, and solicitation of new donors as well as ongoing engagement with current supporters such as government agencies, foundations, and corporations.

## Qualifications:

The ideal candidate will be a proven leader in a non-profit setting with the ability to inspire, innovate and adapt, driven by a passion for the mission of CCF. They will have experience in the areas of systemic change through legislative advocacy, organizing, and civic engagement and have the capacity to manage organization's financial health and sustainability.

## Specific attributes and experience:

- Deep knowledge of criminal legal systems and broader social justice issues, including structural and systemic racism, gender bias, sexism, and ableism
- Interest in and ability to learn policy and program trends and media narrative related to the women whom CCF serves
- Proven track record of successful fundraising, including managing government grants, restricted project funds, and overall accountability to donors
- Excellent leadership skills, developing strong relationships with the Board of Directors and team members
- Recognized by peers as an expert on policy and program trends and media narrative related to the women whom CCF serves
- Demonstrated strength in financial management and resource allocation in a growing organization
- Experience as a public speaker
- Demonstrated high level writing skills
- Familiarity with 501c (3) lobbying restrictions
- Familiarity with employment policies
- Familiarity with standard business practices such as quality assurance and security protocols

- Willingness and ability to travel extensively to attend conferences and meetings that foster relationships with movement partners and major donors

**Education:**

Candidates will have a bachelor's degree in a related field with graduate education a plus. Candidates with diverse backgrounds and lived experiences are encouraged to apply.

**Compensation:**

Salary and benefits are competitive with comparable organizations and commensurate with experience.

The criminal legal system disproportionately harms people of color, people from low-income communities, the formerly incarcerated, people with disabilities, and LGBTQ+ individuals. We strongly encourage those who identify within these and other communities to apply. All applicants must have and be committed to the cultural competence required to work with clients and co-workers who come from different backgrounds and experiences.

All positions at College and Community Fellowship are filled without regard to race, color, religion, sex, national origin, age, sexual orientation, gender identity or expression, disability, HIV/AIDS status, veteran status or any other characteristic protected by law.

**To Apply:**

College and Community Fellowship has retained the services of Harris Rand Lusk to conduct this search. Inquiries, nominations, and applications may be directed in confidence to:

Miriam Martinez, Senior Director  
Harris Rand Lusk  
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New York, NY 10168

[groose@harrisrand.com](mailto:groose@harrisrand.com)

Please put "CCF ED" in the subject line of your e-mailed application.