

The Waterfront Project

Executive Director

Background

Founded in 2013, The Waterfront Project, Inc. (WFP), is a legal center that provides free civil legal representation, assistance and advocacy to New Jersey residents who are asset-limited, income-constrained, homeless or disenfranchised.

For more information, please visit www.thewaterfrontproject.org.

Position

Reporting to the Board of Trustees, the Executive Director (ED) will have overall strategic and operational responsibility for WFP's staff, programs, expansion, and execution of its mission.

Responsibilities

Leadership & Management:

- Ensure ongoing programmatic excellence, rigorous program evaluation, and consistent quality of finance and administration, fundraising, communications, and systems; recommend timelines and resources needed to achieve the strategic goals
- Actively engage and energize WFP volunteers, board members, partnering organizations, and funders
- Support the Chair/President in driving and developing a highly-engaged and effective Board of Trustees
- Lead, coach, develop, and retain senior staff
- Ensure that documented processes and procedures exist and are maintained for all core operations and programs with WFP. Such processes and procedures should enable the measurement of both the effectiveness and efficiency of all WFP operations
- Ensure effective systems to track scaling progress, and regularly evaluate program components, so as to measure successes that can be effectively communicated to the board, funders, and other constituents
- Ensure the effective and efficient delivery of programs and services, including, as necessary, the direct delivery of services
- Perform other duties as necessary

Fundraising & Communications:

- Ensure the development and maintenance of an annual fundraising strategy that supports the annual operating budget, such strategy to be updated and tracked quarterly and should incorporate Board feedback, identify any required costs, and also articulate where Board support and engagement is needed
- Lead preparation of a “case for giving” for all new programs, complete with estimates of funding required, number of people to be served, benefit to the community and potential challenges or areas of risk
- Expand revenue-generating and fundraising activities to support existing program operations and expansion, including a robust annual fund program and grant development/management program
- Deepen and refine all aspects of communications—from web presence to social media and other external relations with the goal of creating a stronger brand
- Use external presence and relationships to garner new opportunities

Planning & New Business:

- Support the Board in developing short- and long-term strategic plans
- Track and report to the Board on progress of the WFP strategic plan(s)
- Propose, for Board review and approval, plans for expansion into new program areas and geographies, or the proposed termination of existing programs and services
- Identify and build partnerships in new markets (Union and Bergen) establishing relationships with the funders, and political and community leaders
- Establish and maintain an external presence through publication and other forms of communication on program results and the use of WFP's model for regional or national replication

Qualifications/Skills

The ED will be thoroughly committed to WFP's mission. All candidates should have proven leadership, coaching, development and relationship management experience. Concrete demonstrable experience and other qualifications include:

- Bachelor's degree in Finance, Accounting or Management OR 10+ years of nonprofit management experience is required; advanced degree preferred
- Demonstrated understanding of measured growth and evolution of a nonprofit organization with track record of effectively leading and regionally scaling a performance- and outcomes-based organization and staff with an operating budget of \$1m+
- Experience working with a Board of Directors with the ability to cultivate existing Board member relationships and to develop prospective directors through the work of Board committees
- Demonstrated success in deploying marketing, public relations, and fundraising initiatives with the ability to engage a wide range of stakeholders and cultures
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills
- Proficient computer skills, including Microsoft Windows and Microsoft office programs, electronic mail, and social media tools
- Self-awareness and willingness to learn and receive constructive feedback
- Ability to work effectively in collaboration with diverse groups of people
- Works independently and has ability to multi-task
- Exercises creative problem-solving skills
- Enthusiastic, flexible, organized, collaborative

Compensation Package

This is a full-time, exempt position. WFP is prepared to offer:

- \$110,000 to \$175,000, commensurate with experience and education.
- Benefits package, including medical.
- Fifteen (15) days paid vacation to start. Twenty days paid vacation after the third year. Employee will be allowed to carry over up to ten unused vacation days each year.
- Annual allowance for professional development up to \$1,500.