The CENTER FOR NONPROFIT EXCELLENCE (CNE) mission is to strengthen nonprofits to realize the potential of our community. Our vision is that strong nonprofits create a strong community. Our values are that we have a passion for performance, a belief in the power of collaboration, and a commitment to promoting the potential for nonprofits.

The National Council of Nonprofits defines capacity building as “whatever is needed to bring a nonprofit to the next level of operational, programmatic, financial, or organizational maturity, so it may more effectively and efficiently advance its mission into the future. Capacity building is not a one-time effort to improve short-term effectiveness, but a continuous improvement strategy toward the creation of a sustainable and effective organization.”

In 2017, CNE celebrated its 10th anniversary. This accomplishment was realized through a commitment to its own capacity building in its first decade. Continuous improvement, capacity building, is critical for all organizations, but particularly for CNE which must constantly evolve, grow, and develop to effectively meet the changing needs of its members and area nonprofits.

THE EXECUTIVE DIRECTOR is the chief executive officer of CNE. This position is responsible for overseeing the administration, fundraising, marketing, community outreach, programs and strategic plan of the organization in a dynamic, ever-changing environment. While the Executive Director’s role and responsibilities will evolve as capacity is built, there are key leadership attributes required for the Executive Director which include:

- Transparent, high integrity, and collaborative leadership
- Commitment to inclusion and diversity with individuals and groups
- Passion for performance, and a vision for the potential of nonprofits

The following responsibilities and qualifications are foundational to the Executive Director’s role and responsibilities. How these responsibilities are fulfilled will evolve as the organization continues to develop.
GENERAL RESPONSIBILITIES

BOARD GOVERNANCE (15%): Works with the Board of Directors in order to fulfill the CNE mission

- Responsible for leading CNE in a manner that supports, guides, and fulfills the organization’s mission as defined by the Board of Directors
- Responsible for communicating effectively with the Board of Directors and providing all information necessary for the Board of Directors to function properly and to make informed decisions

FINANCIAL PERFORMANCE AND VIABILITY (20%): Develops resources sufficient to ensure the financial health of CNE

- Responsible for the fiscal integrity of CNE, to include submission of a proposed annual budget and regular financial statements to the Board of Directors, which accurately reflect the financial condition of the organization
- Responsible for positive fiscal management, operating within the approved budget; ensures maximum resource utilization in partnership with the Board
- In partnership with the board, responsible for robust fundraising to execute the strategy
- Responsible for programming, partnering, and developing other resources necessary to support the CNE’s mission

ORGANIZATION MISSION AND STRATEGY (25%): With staff engagement and Board oversight, ensures that the mission is fulfilled through programs, strategic planning, and community outreach

- Partners with the board in ongoing strategic planning to ensure that CNE can successfully fulfill its mission into the future
  - This includes, but is not limited to, maintaining a working knowledge of significant developments and trends in the field.
- Responsible for development and implementation of CNE’s programs and strategic partnerships that carry out the organization’s mission
- Responsible for the enhancement of CNE’s image by being active and visible in the community and across the Commonwealth; by working closely with other professional, civic, and private organizations; and by serving as the primary spokesperson
- Responsible for maintaining relationships with CNE members and other key constituents throughout the Commonwealth
**Organization Operations (10%)**: Oversees and implements appropriate resources to ensure that CNE operations function effectively and efficiently

- Responsible for ensuring compliance with federal, state, and local regulations
- Responsible for effective administration of CNE operations including policies and procedures for all functions and for day-to-day operations
- Responsible for maintaining a culture which attracts, retains, and motivates a diverse staff of top quality people through hiring, managing, and performance management
- Responsible for effective management of volunteers

**Chief Governance Consultant (30%)**:

- Responds to member technical assistance requests
- Provides governance training, as Board Academy faculty, through Board Short Talks, as part of CNE’s Governance Matters training program, and via individual board on-sites
- Consults with boards, coalitions, and organizations seeking to strengthen governance to achieve greater impact

**Other Duties As Assigned.**

**Professional Qualifications**

- Master’s degree from an accredited school required
- Five or more years senior nonprofit management experience, including with operations, HR, community relations, and fundraising
- Demonstrated experience with measurable results in board governance; financial performance; strategic planning; and operations
- Strong communication skills with demonstrated ability to convey a vision of CNE’s strategic future to staff, board, members, volunteers and donors

*The CNE Board of Directors reserves the right to revise or change job duties as the need arises.*