Center for Nonprofit Excellence

CNE’s mission is to strengthen nonprofits to realize the potential of our community. We do this by building skills in leadership, management and collaboration. Through engagement with CNE, nonprofit staff, board members and volunteers learn how to be more efficient and effective, make the best use of donor dollars and increase their community impact.

JOB DESCRIPTION: Director of Strategic Initiatives

Full Time/Part Time: Full-time
FLSA Status: Exempt
Supervisor: Executive Director
Date Prepared: January 2, 2018

GENERAL SUMMARY
As a member of CNE’s leadership team, the Director of Strategic Initiatives will be responsible for strategic development and administration of CNE’s diverse array of programs and services in concert with our mission.

SPECIFIC DUTIES AND RESPONSIBILITIES

Strategic Partnerships 25%
- Effectively deliver high-quality programs and services that meet the needs of local communities who have partnered with CNE to develop nonprofit capacity in their area
- Develop and manage evaluation systems to strengthen programs and services
- Develop, implement, and refine new programs and services as need is identified, feasibility is determined, and as capacity allows

ConsultCorps 25%
- Administer ConsultCorps program, ensure effective marketing, make appropriate referrals, and evaluate program
- Identify and onboard potential new consultants, either for ConsultCorps or Consultant Directory
- Monitor referrals for appropriate fit, quality of work product, and ability to match recommendations with organizational capacity
- As capacity allows, provide CNE Onsite trainings

CNE Program Portfolio 20%
- Ensure the development and effectively delivery of affordable, high-quality programs and services that meet the needs of our members and users, managing staff to achieve program objectives
- Develop and manage staff to implement with excellence new programs and services as need is identified and feasibility determined
• Ensure reporting of relevant and timely program research, information, and environmental trends to assist in fund development, governance, and strategic decision-making
• Monitor organizational evaluation systems to strengthen programs and services, support advancement efforts, and achieve strategic goals
• Create and present training, workshop and information session content, and facilitate trainings, programs, events and community forums

Support, Mentoring, and Coaching Staff 25%
• Working with staff to establish goals, work plans and time lines to achieve strategic objectives
• Provide ongoing guidance and support to staff in completing their work plans
• Provide support and guidance in staff’s professional development and career trajectory
• Provide real-time feedback on staff performance
• Identify and preemptively resolve workplace concerns and issues
• Maintain transparency regarding CNE policies, procedures, strategy, goals, and financial performance

General 5%
• Provide advice and input to leadership team on strategic organizational decisions and support effective management of organization
• Develop and work with staff to manage program-related budgets, and steward earned program-related revenue through sound fiscal management and planning
• Ensure community stakeholders are effectively engaged in program development, execution, and evaluation
• Ensure efficient and effective internal processes in support of CNE’s program portfolio
• Ensure robust, responsive short-term technical assistance to members on a wide range of best practice topics related to nonprofit leadership, management, and collaboration, and provide TA where needed
• Advocate for and represent CNE with members, key stakeholders, and in the community.
• Complete other projects and tasks as assigned

QUALIFICATIONS
• Bachelor’s degree required, graduate degree and significant nonprofit management experience preferred, ideally in a rapidly evolving institution
• Experience with program design, management and evaluation, and solid expertise in and comfort with delivering trainings, meeting facilitation and public presentations
• Thorough understanding of and facility with managing complex projects resulting in measurable success and program growth
• A successful track record in setting priorities, shaping processes, and developing an infrastructure that creates a stronger, more efficient organization
• Highly organized, detail-oriented and flexible; thrives in a fast-paced environment; able to work effectively under pressure to meet deadlines and goals – a driving force who manages toward clarity and solutions
Excellent communication and coalition-building skills with ability to balance, negotiate and work with a variety of internal and external stakeholders

A consummate team player with a flexible & creative approach

Proficiency in Microsoft Office, Excel, Power Point with a basic understanding of website content management solutions

Personal qualities of integrity, credibility, and a commitment to CNE’s mission

The Center for Nonprofit Excellence reserves the right to revise or change job duties as the organization develops and as the need arises.