

National Christ Child Society Executive Director Job Description

Background and General Description: The National Christ Child Society (NCCS) is seeking to hire a full time Executive Director (ED) to run the day to day operations of the NCCS and to provide leadership to help NCCS execute strategies to achieve its objectives consistent with the NCCS philosophy and mission, working in coordination with and at the direction of the NCCS Board. The position requires a strong communicator with fine-tuned inter-personal skills, a self-starter exceling in time management. Although the position does not offer health benefits, the ED salary is competitive, and the work arrangement is flexible with paid leave. Occasional domestic travel is required, not more than twice a year.

The National Christ Child Society, headquartered in Rockville, Maryland, is a non-profit organization facilitating knowledge exchange and operational support to 44 Christ Child Society chapters across the country. Our chapters are dedicated to making a difference in the lives of children living in poverty in their communities. Mary Virginia Merrick started the Christ Child Society in 1887 in Washington, D.C., by providing layettes for babies in need born at Christmastime. Though confined to a wheel chair, she resolved to do something every day for the Christ Child and encouraged family and friends to join her efforts. As a result, the mission spread and chapters formed across the nation. Today nearly 6,000 members in 44 chapters across 20 states are dedicated to making a difference in children's lives through personal service and basic needs support, delivered with love and respect. Learn more about NCCS and its Founder at www.nationalchristchild.org.

ED Duties and Accountabilities: The main duties and accountabilities include:

- **Leadership and Management:** Manage daily operations, supervise 1 part time support staff and recruit an additional part time support person. Serve as primary liaison with chapter leaders and the NCCS Board. This includes providing guidance on a range of issues on chapter formation, governance and chapter financial accounting. Actively develop, engage and support the NCCS board, working closely with the board President to prepare monthly virtual Board meetings. Review legal documents and work with the President and other designated professionals to ensure any contracts, agreements, and leases are in order. See that the Board is kept fully informed on the condition of the organization and all important factors influencing it, including chapter issues and updates. Maintain NCCS official records and documents, and provide leadership in developing organizational and financial plans with the Board of Directors and staff, Review/prepare all audit schedules and serve as primary contact for the external auditors. Work with the Finance Committee and Board to prepare the annual operating budget, prepare presentation for approval by delegates at the Annual Business Meeting and ensure the organization works within the approved budget. Liaise when necessary with the canonization advisory group concerning the Cause for Canonization of Mary Virginia Merrick, CCS Founder.

- **Development:** Work with the Board President and Development Chair on targeted campaigns (Friends & Family, Annual Appeal) to establish budget, encourage participation, & manage campaign. As the face of NCCS, assist with seeking out grant opportunities and drafting grant proposals. Help identify sources for providing scholarships for chapter representatives' attendance at NCCS annual Conference & Convention. Help design and create the Annual Report.

- **Membership and Expansion:** Provide leadership and guidance to new chapters in formation and serve as main contact as the business formation is underway; review organization documents, consult on chapter formation issues. Analyze overall membership trends and identify concerns to address.

- **Chapter Outreach & Education:** Work with the NCCS Board to identify, prepare and present educational and best practice sharing opportunities for CCS chapters through annual conferences & conventions, teleconferences and webinars. Support relevant committees as needed to ensure conference and convention venue selections, contract negotiations, and events are planned within Board approved budget. Act as the face of NCCS for these events.

- **Communications:** Provide oversight and ensure consistent messaging and adherence to NCCS Brand Guidelines in all communications and publications. Oversee maintenance of the NCCS Website. Assist in development of spring and fall newsletter, from content editing to design. Review and edit Board President's communications and Blog posts.

Selection Criteria:

- Graduate degree and at least 5 years' experience in non-profit management; or combination of relevant experience and undergrad/graduate training
- Fundraising and development experience a plus
- Experience working with non-profit Boards desirable
- Familiarity with a variety of technologies including QuickBooks, WordPress, Constant Contact, DonorPerfect, First Data, GoToWebinar, and social media.

Instruction for Applying:

- **Submit the following:**

- o **Your Resume including 3 reference names and their contact info;**

- o **A statement of interest explaining why you are the best person for the job;**

Send to

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