



College & Community Fellowship

Executive Director

New York, NY



Background

For people impacted by the criminal legal system, traditional college and career pathways are often disrupted due to incarceration, structural inequity, and systemic racial and gender bias. College and Community Fellowship (CCF) supports women with criminal justice involvement to obtain college degrees and leadership skills that promote self-efficacy and civic engagement.

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 current 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 nearly \$3 million and a staff of approximately 15 and focuses its work at the intersection of racial equity, criminal legal reform, higher education access, economic justice, and community building. Learn more about CCF's work at collegeandcommunity.org.

Position

CCF seeks an inspiring and strategic leader who is passionate about the organization and mission. The Executive Director leads and collaborates with a team of professionals who collectively drive programmatic excellence, advocacy, fundraising, finance and operations, and communications. The Executive Director works with the Board of Directors and staff to define and deliver vision and strategic goals and to implement strong programs that are best suited to achieve them. CCF is at a critical and exciting stage in its evolution. We are seeking a strong, inclusive executive leader, experienced with strategic planning, change management, and implementing DEI principles to align the organization on the strategic goals best suited to achieve CCF's mission in an evolving landscape and to ensure that those goals are achieved.

Responsibilities

Strategic Vision & Leadership

- In partnership with the staff and the Board of Directors, develop and implement a strategic plan that will provide clarity on the long-term vision, increase programmatic impact, and position CCF as a visible leader in social justice and advocacy for women impacted by the criminal justice system.
- Serve as chief ambassador, effectively communicating CCF's core mission and other objectives with diverse stakeholders.
- Cultivate a strong and transparent working relationship with the Board and staff at all levels; ensure open communication around the measurement of financial, programmatic, and impact performance against stated milestones and goals.



- Engage CCF's Board to support with strategy, fundraising, and widening CCF's network; continue to build a diverse and inclusive Board representative of the community that is highly engaged and willing to leverage and secure resources.
- Engage staff across functions and levels to continue to build an inclusive and cohesive culture; maintain an open-door policy that welcomes staff input and feedback.
- 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.

Development & Advocacy

- In partnership with the development team, develop and implement an aggressive, 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.
- Serve as the chief spokesperson of CCF to build brand presence, partnerships, and philanthropic relationships.
- Effectively communicate the policy positions, mission, and work of the organization in the media and other public platforms.
- 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.

Strengthening Infrastructure, Operations & Program Delivery

- Assume ultimate oversight and responsibility for the effective management of staff and infrastructure including optimizing policies, practices and systems required to manage financial resources and the growing operating budget, and ensuring clarity and consistency in roles, structures and processes.
- Partner with the program team to pilot, evaluate and iterate on programing to consistently improve outcomes; facilitate sustained growth through a scalable and efficient service delivery model
- Facilitate cross-departmental collaboration and strengthen avenues of communication between staff throughout the organization.
- Oversee the financial status of the organization including developing long and short-range financial plans, monitoring the budget and ensuring sound financial controls are in place; set financial priorities accurately to ensure the organization is operating in a manner that supports the needs and values of the program and staff.

Qualifications

The ideal candidate must be a change agent with experience leading organizations through transition periods. They must be a proven leader in a non-profit setting with the ability to inspire, innovate and adapt, and they must be driven by a passion for CCF's mission. They will have experience building and growing successful programs in the areas of systemic change through legislative advocacy, organizing, and civic engagement. They will have the experience to drive the organization's financial health and sustainability.

- Change management expertise related to nonprofit organization management.
- Proven track record of successful fundraising, including but not limited to: cultivating and maintaining relationships with major donors including high-net-worth individuals and foundations; managing government grant and restricted project funds.
- Understanding of criminal legal systems and broader social justice issues, including structural and systemic racism, gender bias, sexism, and ableism.
- Must have cultural competency and experience working with justice-impacted communities of color; candidates who are directly impacted are highly encouraged to apply.
- An entrepreneurial spirit and creative mindset.
- Experience in financial management and resource allocation in a growing organization.
- Excellent demonstrated leadership and management skills with a track record of developing strong relationships with the Board of Directors and team members.
- A transparent and responsive leader with proven success in building, developing & empowering teams.
- Interest in and ability to learn policy and program trends and media narratives related to the women we serve.
- Experience serving as the spokesperson and face of an organization to external stakeholders.
- Demonstrated strong written and oral communication skills.
- Demonstrated sound judgment.
- Willingness and ability to travel as needed to attend conferences and meetings that foster relationships with movement partners and major donors.

Compensation

This is an opportunity for a visionary and highly motivated professional to lead a growing organization. CCF is prepared to offer a competitive benefits package, including a base salary of \$150,000–\$165,000.



This position description is based upon material provided by the College & Community Fellowship, an equal opportunity employer. We strongly encourage justice-impacted individuals to apply.

To apply to this position, please click [HERE](#).

Yasmine Coccoli, Talent Consultant

Sarah Jones, Senior Associate

