

Forsyth Futures is currently seeking an executive director to lead the organization. He/she will report directly to the board of directors and serve as the key strategic, operational, and development leader of Forsyth Futures. The Executive Director is responsible for the overall leadership of operations including fundraising, programs, budgeting, personnel management, marketing, and community outreach and relations. In collaboration with the board, the Executive Director leads the development and execution of a successful short and long-term strategic plan.

Forsyth Futures is a nonprofit organization that studies Forsyth County, NC to understand the causes of systemic challenges, communicate insights in accessible, engaging ways, and disseminate them to stakeholders at all levels to inform positive change. The mission of Forsyth Futures is to catalyze Forsyth County's collective problem-solving capacities for positive change and the vision is a vibrant, equitable, and prosperous Forsyth County, in which stakeholders have the information they need to make intelligent, informed decisions.

ESSENTIAL RESPONSIBILITIES AND DUTIES

Candidates must be able to demonstrate a progressive record of experience and accomplishment relative to the following critical accountabilities:

- **Strategic Planning and Leadership:** Work with the board and staff to ensure the mission is fulfilled through strategic planning; data research, analysis, and evaluation; collaborative community partnerships and outreach
 - Oversee all contractual relationships, such as Collective Impact initiatives, research studies, grant-funded studies, etc.
 - In partnership with the board, develop, implement and periodically reassess Forsyth Futures' Strategic Plan and align all endeavors to ensure that Forsyth Futures can successfully fulfill its mission and vision into the future.
 - Provide motivational leadership and actively engage and energize staff. Ensure a positive, term-oriented work environment.
 - Commit to the continued development and management of a professional and efficient organization; recommend timelines and resources needed; establish effective decision-making processes.
 - Ensure the board and staff receive information needed on a timely basis
 - Seek input from others; be open to diverse points of view; actively listen to board and staff ideas and concerns.
 - Stay current regarding changing industry trends, challenges, and best practices.
 - Act in anticipation of Forsyth Futures' needs and potential issues.
 - Adapt quickly and effectively to changing demands and situations.
 - Enhance Forsyth Futures' image by being active and visible in the community and working collaboratively and closely with other organizations.

- **Community Leadership and Visibility:** Serve as Forsyth Futures' primary spokesperson to its constituents, the media, and the general public
 - Increase awareness, enhance the organization's image and increase revenue by being active and visible throughout Forsyth County, working closely with other organizations
 - Develop and build relationships and utilize those relationships to strategically enhance the organization's mission.
 - Deepen and refine all aspects of communication - from internet presence to external relations - with the goal of creating a stronger organization
 - Maintain and steward Forsyth Futures' reputation of being a data-driven organization

- **Board Relationship and Duties:** Work with the board to fulfill the organization's mission
 - Report to and cultivate a strong, transparent working relationship with the board and ensure open, accurate, and timely communication
 - Lead in a manner that supports and guides Forsyth Futures' mission as defined by the board
 - Recommend and execute strategies that ensure sound practices and governance

- **Financial Performance, Viability, and Fundraising:** Develop resources sufficient to ensure the financial health of the organization
 - In partnership with the board, secure sufficient resources necessary to support Forsyth Futures mission and operations
 - Maintain the fiscal integrity of Forsyth Futures, to include submission of a proposed annual budget and monthly financial statements to the board, which accurately reflect the financial condition of the organization
 - Provide fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintains of the organization in a positive financial position

- **Infrastructure, Operations, and Staff Management:** Oversee and implement effective resources to help ensure the success of the organization
 - Effectively hire, train, lead, motivate, develop, and retain competent, qualified staff; conduct performance and career development plan reviews. Address performance issues as they occur
 - Provide a productive, positive, team-oriented office environment that values high performance standards
 - Oversee staff responsibilities in keeping with the organization's mission and goals
 - Ensure the delivery of high-quality services; manage for current and future growth
 - Review, negotiate, and approve contracts for services
 - Effectively administer of Forsyth Futures' operations

- **Other Duties of the Position:** As assigned by the board of directors

QUALIFICATIONS

- A minimum of five years of experience in senior leadership role
- Strong collaborative leadership skills to increase the organization's visibility and partnerships in the community
- Strong communication skills with above average public speaking and presentation skills; the ability to communicate complex issues in succinct and simple language
- Ability to provide clear and timely communication, responding quickly to others, keeping the board and staff up-to-date
- Ability to convey a vision of the organization's strategic future to staff, board, donors, and community partners
- Ability to understand data and its use in community improvement strategies
- A proven track record of securing resources through institutional and contractual relationships
- Solid, hands-on budget management skills, including budget preparation, analysis, decision-making, and reporting
- Strong organization abilities including planning, delegating, program and project development, task facilitation, and time management skills
- Skills to collaborate with and motivate board members and other organizational partners
- Demonstrated ability to fairly, impartially, and effectively lead and collaborate with staff
- Ability to understand, communicate with, and successfully engage across diverse cultures and community partners
- Unwavering passion and commitment to help Forsyth Futures meet its goals
- Commitment to continuous improvement

Anticipated start date is on or before May 1, 2019. Salary range is \$70,000-\$80,000 annually. Benefits include health insurance, dental insurance and vision care insurance, paid vacation leave, paid sick leave, Flexible Spending Account (FSA), and 401K retirement plan. Forsyth Futures is committed to building a staff that reflects our community and encourages applications from a diverse candidate pool.

To apply, send a letter of interest and a resume by March 8, 2019 to applicants@outfitters4.com. Resumes will be reviewed as they are received.