

COMMUNITY RESOURCE CENTER

POSITION SUMMARY

Opportunity: Chief Executive Officer (CEO)
FLSA Status: Exempt
Reports to: Board of Directors
Location: Nashville, TN

About Community Resource Center

The Community Resource Center (CRC) is a Nashville-based non-profit organization that is dedicated to providing essential hygiene and cleaning supplies to individuals in Middle Tennessee. Since its inception in 1991, CRC has tirelessly worked towards helping families and individuals who are facing crisis. The organization's mission is to build a stronger community by ensuring that everyone has access to basic essentials that they deserve.

CRC's services are provided free of charge to those in need, and their focus is on meeting basic needs through providing hygiene items. CRC also collaborates with various community partners, such as faith-based organizations, schools, and other non-profit organizations, to ensure that their services reach those who need them most. The work done by the CRC is essential for the well-being of Nashville's community, as they provide necessities that help individuals and families to maintain their **health, dignity, and self-respect**.

Chief Executive Officer Position Summary

Reporting to the Board of Directors, the Chief Executive Officer (CEO) will have overall strategic and operational responsibility for CRC staff, programs, expansion, and execution of its mission. She or he will have and continue to develop deep knowledge of the field, core programs, operations, community need, and strategies to support a thriving nonprofit.

ESSENTIAL JOB FUNCTIONS

Leadership & Management:

- Ensure ongoing mission delivery, programmatic excellence, rigorous outcomes evaluation, and consistent quality of financial management, fundraising, communications, and systems
- Recommend timelines and resources needed to achieve the strategic goals
- Actively engage and energize CRC volunteers, board members, staff, donors, partnering organizations, and institutional funders, and other stakeholders of the organization

- Develop, maintain, and support a strong Board of Directors; serve as ex-officio of every standing board committee; seek and build board involvement with strategic direction for strong governance and fiscal management
- Lead, develop, and retain CRC's high-performing, devoted staff
- Ensure effective systems are in place to track progress to strategic goals, and regularly evaluate programs and measure successes so they can be effectively communicated to the board, funders, and other stakeholders

Fundraising & Communications:

- Expand fundraising activities to support existing program operations and any planned program expansion
- Deepen and refine all aspects of communications—from web presence, public speaking, print materials, etc., with the goal of creating a stronger brand
- Use presence within the Nashville community, existing relationships and new relationships to garner new opportunities for the CRC
- Be a local voice and thought leader externally for topics within CRC's field and scope of work

Strategic Planning & Business Development:

- Effectively communicate vision for the CRC programs and harness resources needed to support growth of the organization
- Design the strategic planning process every 3 years and create models for implementing and evaluating all strategic initiatives
- Continue to build partnerships and establish relationships within the community, including funders, local political and community leaders, potential board members and other supporters

KNOWLEDGE, SKILLS AND ABILITIES

The CEO will be thoroughly committed to the CRC's mission, with proven leadership, maturity, and management experience. Specific requirements include:

- Excellence in organizational management with the ability to develop staff, manage, and inspire high-performing, passionate teams
- Past success working with a Board of Directors with the ability to cultivate stakeholder relationships
- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed
- A track record of effectively leading and scaling an outcomes-based organization and staff
- Ability to point to specific examples of having developed and operationalized strategies that have taken an organization to the next stage of growth
- Unwavering commitment to quality programs and program evaluation
- Ability to work effectively in collaboration with diverse groups of people
- Experience setting and achieving strategic objectives and managing a budget
- Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders and cultures

- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal skills; action-oriented, entrepreneurial, adaptable, and innovative approach to business development and strategic planning
- Bachelor's degree, 5 years of management experience

CLASSIFICATION

This is a full-time, exempt salaried position of 40 hours per week that reports to the Board of Directors. Weekend and evening hours may occasionally be required.

COMPENSATION & BENEFITS

This position will include a competitive salary, as well as offer additional benefits including:

- Wellness stipend
- Company Cell Phone
- Generous Paid Time Off (PTO)
- Professional Development Opportunities

DIVERSITY IS OUR STRENGTH

Diversity and Inclusiveness are core values at the CRC, and we continuously strive to be a team where everyone feels welcome and supported. It is the policy of the CRC to provide equal employment opportunities without regard to race, color, religion, sex, national origin, age, disability, marital status, veteran status, sexual orientation, gender identity, genetic information and/or any other protected characteristic under applicable law. Individuals from underrepresented groups are especially encouraged to apply.

TO APPLY

Send a cover letter and resume to search@crcmidtn.org. Qualified candidates will be contacted for an interview. No calls, please.

This job description is not designated to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change or new ones may be assigned at any time without notice.