

# **Hartford City Mission**

## **Executive Director**

**Hartford City Mission** is a not-for-profit urban ministry and community development organization based in Hartford, Connecticut. HCM is a multi-ethnic, reconciling movement with a vision for community transformation that extends far beyond the walls of the church. HCM is seeking to hire its first Executive Director to provide overall direction and leadership to the organization, and further build its capacity as a catalyst for reconciliation (black & white, rich & poor, the powerful & powerless, man & creation...) in the metro Hartford area. The Executive Director will work with the organization's Board of Directors to implement HCM's recently completed strategic plan. The successful candidate will be:

- An energetic, inspiring leader who is motivated by a deep faith in Christ and a passion to transform urban neighborhoods, beginning with Hartford's northend;
- An excellent spokesperson for the organization who is capable of building strategic partnerships with local churches, neighborhood residents, faith-based and community organizations, and donors/investors;
- A person with demonstrated experience building, leading and managing an organization with diverse staff and volunteers, serving in a variety of ministry programs.

The Executive Director will effectively assess organizational capacity, identify existing community assets/resources, recruit, hire, and lead staff in accordance with the ministry's strategic plan and be responsible for development of organizational policy/procedure guidelines. The successful candidate will work with the Board of Directors in fundraising and program development initiatives.

The HCM Executive Director will work fulltime and report to the HCM Board of Directors.

### **Responsibilities of the HCM Executive Director**

- Serve as the external "face" of HCM, responsible for promoting and fulfilling the ministry's vision, and inspiring others to join in the work.
- Collaborate with the board of directors to continually refine and evolve HCM's strategic vision.
- Direct new strategic ministry projects: design, planning, and implementation.
- Lead program directors and other key HCM staff members, developing their skills and ensuring ministry excellence.
- Lead fundraising activities day to day with overall direction from the board of directors.
- Develop/strengthen and manage partnerships with area churches, volunteers, faith-based and community organizations, and financial supporters both in Hartford and in the suburbs. This may occasionally include media organizations.
- Manage expenses to budget as agreed with the board.
- Establish formal organizational policies and procedures as needed.
- Assist the Board with recruitment of potential new Board members as needed.
- Becoming an active resident of Hartford's Northeast neighborhood, HCM's ministry area, would be desirable.
- Other responsibilities as determined by the Board.

### **Experience/Skills/Background:**

- Has a personal relationship with Jesus Christ and strong knowledge of/respect for the Bible;
- Demonstrable experience building and leading organizations, including managing professional staff and hands-on project management;
- Solid experience working in Christian ministry, whether as a volunteer or paid staff;
- Proven success in fundraising for ministries, not-for-profits or cause based organizations.
- Personal experience with the unique challenges of the inner-city, under-resourced people, etc.;
- Spiritual gifting in leadership and administration;
- Ability to multitask; capabilities in organization, planning, prioritization, and follow through;
- Strong interpersonal communication and public speaking skills;
- Ability to work independently, without daily access to the Board;
- Familiarity with African-American and/or West-Indian cultures is a plus.
- Familiarity with the city of Hartford and its neighborhoods is a plus.
- Basic computer skills required. Proficiency with Microsoft Office a plus;
- Undergraduate and graduate degrees preferable.
- Ability to speak Spanish a plus.

HCM's Strategic Plan for 2011-2014 can be downloaded at [hartfordcitymission.org](http://hartfordcitymission.org). The ministry operates in the amazing, predominantly African-American, low-income Northeast neighborhood of Hartford. A more detailed profile of the neighborhood can be found in HCM's strategic plan.

**History of Hartford City Mission:** HCM began in 1998 with the introduction of an outreach ministry to unchurched children in Hartford's northend. The ministry now includes an after-school program in HCM's ministry house, a youth ministry, a summer camp, college internship, and a summer youth employment initiative. HCM also sponsors a variety of community-building initiatives, including the Vine Street Neighborhood Blockwatch.

HCM offers a competitive salary commensurate with experience and skills, plus benefits including medical and dental coverage and paid vacation.

If interested, please e-mail cover letter with resume to Scott Wilhite, HCM's volunteer administrative director at [scottw@hartfordcitymission.org](mailto:scottw@hartfordcitymission.org) and Ron Evans, Managing Director of SIMA International recruiting for HCM at [revans@simainternational.com](mailto:revans@simainternational.com). Questions may be directed to Scott at 860.712.7708. HCM seeks to fill the position by early 2012.