

Community Reach of Montgomery County

EXECUTIVE DIRECTOR

Community Reach of Montgomery County (REACH) seeks an effective, forward thinking leader with demonstrated ability to lead and manage a non-profit whose mission is to provide the most vulnerable Montgomery County residents with basic health and human services and help them achieve and maintain self-sufficiency. This person should have excellent interpersonal, communication, and advocacy skills as well as a track- record in fundraising.

The Executive Director serves as the chief executive officer of Community Reach of Montgomery County and reports to the Board of Directors through the Board Chair. The Executive Director oversees the work of the REACH Managing Director and the Mansfield Kaseman Health Clinic Managing Director. The Executive Director has overall strategic and operational responsibility for REACH's staff, programs, and execution of its mission within its budget. This individual will develop deep knowledge of the core programs, operations, and finances. The Executive Director will manage and operate in a manner that supports diversity and inclusivity throughout the organization and in compliance with federal, state and local laws.

Responsibilities

Leadership and Management

- Ensure programmatic excellence, rigorous program evaluation, and consistent quality of finance and administration, fundraising, and communications.
- Recommend timelines and resources needed to fulfill the mission of REACH.
- Lead, coach, develop and retain REACH's program directors and management team.
- Develop, maintain, and support a strong board of directors for REACH and for the Mansfield Kaseman Health Clinic (MKHC); serve as ex-officio of each committee, seek and build board involvement with strategic direction for ongoing operations.
- Actively engage and energize REACH volunteers, board members, committee members, collaborating organizations including community faith-based organizations, and funders.
- Ensure that effective systems are in place to track progress, and evaluate program components in order to measure successes that can effectively be communicated to the Board of Directors, funders, individual donors, and other constituents.
- Serve as a visible, clear embodiment of organizational values and commitment at Community Reach of Montgomery County.

Financial Management and Human Resources

- In conjunction with the outsourced CFO, oversee the creation of organizational financial documents such as budgets, cash flow, income statements, balance statements, 990 tax returns, audits, and compliance.
- Present current financial information to the Finance Committee and the Boards.
- In conjunction with the Managing Director and the MKHC Managing Director, assure that benefits, policies, and procedures are compliant with state and federal requirements.
- Manage finances within approved budget.

Fundraising and Communications

- Provide a vision for fundraising for development staff, the Development Committee, the REACH Board and the MKHC Board and help create the conditions for success.
- Expand local revenue generating and fundraising activities to support existing program operations.
- Strategically use external presence and relationships to garner new funding opportunities.
- Deepen and refine all aspects of communications, from social media and web presence to external relations, with the goal of creating a stronger brand.

Looking Ahead

- Lead efforts to build and nurture relationships with government agencies, foundations, other funders and donors, other non-profits, and faith community affiliates.
- In collaboration with the Board, update, oversee and evaluate Community Reach of Montgomery County's Strategic Plan as a framework for implementing the organization's mission.
- Oversee periodic independent program evaluations.

Qualifications

The Executive Director will be fully committed to the mission of Community Reach of Montgomery County. All candidates should be able to point to proven leadership, coaching, relationship building and management experience in a nonprofit. A connection to Montgomery County, Maryland is desirable. Other qualifications include:

- Bachelor's degree in relevant field is minimum educational background.
- At least 10 years of senior management experience, including as an executive director of a nonprofit, with a track-record of effectively leading a performance based organization and staff and the ability to point to specific examples of having developed and operationalized strategies that have taken an organization to the next stage.
- Commitment to quality programs and data-driven program evaluation.

- Excellence in organizational management with the ability to coach staff, manage, and develop high-performance teams, set and achieve strategic objectives.
- Financial management and budgeting skills within nonprofit organizations.
- Past success working with a board of directors and the ability to cultivate existing board member relationships.
- 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 and multidisciplinary project skills.
- Action-oriented, entrepreneurial, adaptable, and innovative approach to planning.
- Ability to work effectively in collaboration with diverse groups of people and a strong commitment to diversity, equity and inclusion.
- Proficiency in Spanish is desirable.
- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed.

Compensation and Benefits:

- Salary \$120,000 - \$150,000 commensurate with qualifications and experience.
- Group health, dental and vision coverage is available for full-time employees with Reach paying 80% of the cost for the employee.

Community Reach of Montgomery County is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

Application Process

Interested candidates should email a resume and cover letter to HRcmrocks@gmail.com. Your cover letter should summarize your qualifications as they related to the position description and qualifications as well as why you are interested in working with Community Reach of Montgomery County.

Interested individuals are encouraged to apply immediately. Review of applications is ongoing.

About Community Reach of Montgomery County

Community Reach of Montgomery County has served the Rockville and Montgomery County community since 1967. In FY 2024 the organization's revenue is expected to be \$2.7 million dollars.

Mission of Community REACH of Montgomery County

We seek to improve the quality of life for the most vulnerable Montgomery County residents by providing them with basic health and human services and advocating on their behalf, with the goal of helping them achieve and maintain self-sufficiency. Community Reach of Montgomery County hopes to provide the vulnerable population of Montgomery County self-sufficiency and an improved quality of life.

Current REACH programs include

- Housing Program which provides permanent supportive housing for men at Jefferson House and for women at Rockland House
- Language Outreach Program (LOP) which offers classes in English as a Second Language and Citizenship
- Rockville Emergency Assistance Program (REAP) which provides financial assistance and referrals
- Senior Reach Program which helps Rockville seniors age in place by providing homecare and home repair services
- Holiday Giving works in conjunction with the Montgomery County Holiday Giving Coalition to ensure that residents of the county are able to celebrate Thanksgiving and December holidays with meals and in December with gifts

In addition, REACH operates the Mansfield Kaseman Health Clinic (MKHC) as a subsidiary with its own Board. The MKHC provides services in primary care, gynecology, podiatry, behavioral health, health education, pulmonology, cancer screening, and gastroenterology and is one of nine safety net clinics in Montgomery County that primarily serve the uninsured.

Please visit www.cmrocks.org for more information about the organization.