



Location: Greater Portland, Maine

Salary: Commensurate with experience

Position Type: Full-Time

Kids First Center is Seeking an Executive Director

Situated in Cumberland County, the Kids First Center (“Kids First,” “KF”) is a 501(c) 3 non-profit organization founded in 1998 whose mission is to support Maine families going through the dislocation of separation or divorce. We work with 3,500 children and parents each year. Separation and divorce environments that feature chronic parental conflict create lifelong mental- and physical-health harms for the children involved. By providing workshops for children, conflict-avoidance and -resolution training for their parents; and professional education for legal and mental health professionals. Kids First creates long-term positive outcomes for children. This work is uplifting and rewarding—we have successfully guided more than 70,000 children and parents during the last 20 years, and are looking for a strong, seasoned Executive Director (“ED”) to lead us through the next full generation of community programming!

Position Scope

The Executive Director reports to the Kids First board of directors to meet the mission, vision, and values are at Kids First’s core. The ideal candidate will have exceptional strategic, development, programming, and operational experience.

The ideal candidate will be a passionate advocate for children and for all people at Kids First who contribute their wellbeing. She or he will be an innovative, visionary thinker with a demonstrable record of success. The candidate will have experience stewarding existing funders and identifying and cultivating new philanthropic partnerships; will have experience with program development, delivery, and tracking; will exhibit excellent management and relationship-building skills, and will have a comfortable public presence. He or she will be self-directed, hands-on, and palpably energized about building strong, sustainable change. The ED will have a leadership style that inspires others to deliver peak performance.

Characteristics of the Ideal Candidate

Kids First is seeking someone with in-depth, across-the-board experience managing a non-profit agency. The candidate must exhibit sophisticated leadership characteristics developed across years of management experience, preferably in progressive, growing, best-in-class organizations. The candidate must be able to offer specific, detailed examples of personally developed and executed strategies that have taken his or her organization to the next stage of growth and achievement.

Qualifications

- A Bachelor of Arts or Master's degree in organizational change or its equivalent
- Extensive hands-on experience in managing program development
- The ability to learn, support and manage the Kids First's programs and program delivery in a fast-paced environment
- Extensive experience working with a facilitators
- 10 years' experience or its equivalent in nonprofit development leadership, and the ability to support and improve income mix and fundraising results
- Extensive, sophisticated experience in all aspects of successful fundraising—individual and major donor contributions, foundation grants, event and program sponsorships, peer-to-peer fundraising, etc.
- The ability to add to the existing understanding of Kids First's many opportunities and to present solutions to existing challenges
- The capacity to tell compelling stories about the organization to clients, supporters, organizational funders, individual donors, and the community at large
- A current and sizeable cohort of active relationships in both the development-professionals and donor communities in Maine
- A collaborative team-building personal work style and supervisory approach
- Extensive experience working with a board of directors and managing staff
- Experience with budget creation, tracking, and forecasting; the ability to identify year-over-year budget trends, opportunities, and challenges

Challenges and Opportunities for the Executive Director

The new ED will join Kids First at a critical juncture in its history. In January, the agency moved for the first time in its 20-year history from its original facilities in Portland, Maine into a new, state-of-the-art Center in Scarborough, a ten-minute drive from Portland. The organization is poised for significant growth, and supported by a devoted board that is creating the conditions for expansion. The Executive Director must be able to create across-the-board sustainability and drive growth to increase the reach and impact of Kids First's award-winning work. Despite the first-rate work that KF does, the organization meets its mission with limited resources.

Other immediate opportunities include these:

- **Further strengthen board composition and governance.** Kids First has a small but engaged supportive board that that also steps up to help the organization in ongoing ways. The board will further benefit from the timely addition of a handful of new directors, and will shortly double in size.
- **Identify opportunities for diversifying and increasing Kids First's income streams,** The ED must strengthen the organization's revenue mix, increase individual contributions and sponsorships, raise the bar for key fundraising events, identify additional foundation grant opportunities. Working with the Associate Director, the ED will head Kids First's development activity, and identify, cultivate, and steward existing and new individual donors as well as corporate and foundation funders.
- **Work in close concert with the treasurer and the Board of Directors to create viable organizational budgets year over year.** Kids First's current budget reflects the real cost of doing its nonprofit business. It works hard to create and adhere to sustainable

budgets. Kids First depends on operating income generated by its parent-education and child support programs, as well as on individual, corporate, and foundation gifts. It is exploring a wills and bequests program. With the arrival of a new Executive Director, Kids First will be positioned to further strengthen and improve the organization's bottom line.

- **Thoughtfully manage staff and create a broader volunteer base to meet the organization's crucial mission.** Kids First has a small but dedicated staff and volunteer corps. The new ED will need to work closely with both groups to ensure that they develop and depend on best practices, and use Kids First's limited resources to the best advantage of the communities that Kids First serves.
- **Raise the profile of the organization.** We want to reach more Maine families, because we know the demand for our programming outstrips our capacity to deliver it. We know this in part because our current NewsCenterMaine Facebook live series on children and divorce—hosted by Todd Gutner from the studios of WCSH-TV in Portland—draws in excess of 4,000 viewers each time they air.

Why Join Us at Kids First

Kids First is blessed with an enviable mission: to protect tens of thousands of Maine children from the lifelong damage that can result from high-conflict divorce. The families we work with throughout Maine are grateful for the regular and accessible programming that we provide. Our founders remain actively anchored to the organization in the best sense, and our funders are long-standing supporters. In addition to generous compensation, we also support our valued employees with benefits that include:

- Health insurance
- Life Insurance
- Ample paid vacation
- A generous holiday policy

To Apply

Please submit a cover letter elaborating your qualifications for the position and a current resume by email to employment@kidsfirstcenter.org. **Additionally, answer the following questions and submit your answers with your application package. Your application will not be considered complete without this element.**

1. Kids First accomplishes remarkable things with limited financial resources and personnel. How would you propose to bring more of Kids First's programming to Maine given the state's sizeable geography?
2. What specific organizational skills and tools do you use to manage your time and deliverables, on both a short- and long-term basis?

Kids First Center is an equal opportunity employer. Candidates of all backgrounds are encouraged to apply as soon as possible.

For more information about us, please to go to www.kidsfirstcenter.org.