



Christian Community Action (CCA) SEARCH FOR THE EXECUTIVE DIRECTOR

Mission Statement: CCA is an ecumenical social service that expresses Faithful Witness by providing help, housing and hope to those who are in need.

About Christian Community Action (CCA)

Since its inception in 1967, CCA, a nonprofit organization, has provided direct and indirect assistance to homeless families, and has been a source of hope and strength in the New Haven, Connecticut community. In its sixth decade of service, CCA continues to be a force for community building and social change, and is dedicated to being a compassionate presence to families in crisis. Through holistic services, CCA strives to help people seeking personal transformation and find their unique strengths and potential, by providing opportunities in its family-centered, program-focused services that meet their most fundamental and emergency needs, while promoting social and economic sustainability. Our programs today include:

- **Hillside Emergency Family Shelter** (three sites): provides housing in furnished apartment and supportive services (securing/maintaining employment; obtaining basic life skills; and moving to permanent housing).
- **ARISE** (Accessing Resources for Independence, Skill-building and Employment): incorporates a multi-generational approach and CCA's emergency assistance programs to meet employment and supportive needs of families, in order to prevent a first experience or return to homelessness.
- **Neighborhood Assistance:** offers emergency food via a client-choice pantry, energy assistance, information and referral services, short-term motel assistance, and diaper distribution.
- **Advocacy and Education Project:** seeks to change systems that perpetuate poverty and injustice by using data, creating opportunities for people to use their voices and experiences to improve quality of life, creating a pathway to independence, and engaging in grassroots advocacy (e.g., Mothers and Others for Justice).
- **New HOPE** (Higher Opportunities, Purpose and Expectations): a Moving to Work program, in partnership with Elm City Communities/Housing Authority of New Haven, provides housing and supportive services.

With a staff of 25, and led by its long-time Executive Director, Rev. Bonita Grubbs, CCA's impact in 2022 included serving over 1,600 families, supporting 38 families living in Hillside Family Shelter, and having 100% of families finding permanent housing after leaving shelter. The entire team is proud of CCA's overall history and impact, its whole family approach, their strong relationships within the community and with collaborative partners, and most recently with the opening of New HOPE Housing To Work Program (18 furnished apartments available up to 36 months, for those at risk of homelessness).

These services are funded primarily by contributions and grants from individuals, foundations, public agencies, and religious organizations. CCA's operating budget is approximately \$2.2 million, with 40% from government grants, nearly 50% from contributions and grants, and 10% from rental income/in-kind services.

CCA is governed by a 12-member Board of Directors, a strongly committed group to the organization's mission and values, and which is fully engaged and supportive.

The Board and staff wish to celebrate and honor the incredible 35 years of service, passion, commitment and impact of the outgoing Executive Director, by ensuring CCA remains a leader in promoting independence for local individuals and families. One of the ways the CCA Board chose to honor Rev. Grubb's legacy was by engaging in a thoughtful and inclusive leadership transition process which includes the entire CCA staff and board of directors, along with various external partners (e.g., faith communities, collaborative partners, city officials, long-time supporters and other voices).

For more on CCA's history, programs and services, please visit <https://www.ccahelping.org>

Profile of the Ideal Executive Director Candidate

The Executive Director reports directly to the CCA Board of Directors and will be a passionate advocate and will promote CCA's mission, core values and principles of practice while demonstrating compassion for people and their zeal for dignity. Historically, CCA's executive directors have been ordained ministers. While ordination is not a requirement, the new leader must have a longstanding, demonstrated ability to engage with urban faith communities, speaking to congregations, advocating for the poor, supporting social justice, etc.

The Executive Director will work in partnership with CCA Board and leadership team to implement the strategic plan, and oversee implementation of goals and action plans. Executive Director's responsibilities follow:

Program Administration and Staff Management/Development

- In coordination with Director of Programs, oversee a system of program development/creation, quality, supervision and evaluation, while ensuring programs are relevant to the communities CCA serves, and in alignment with CCA's mission and vision, and the strategic plan. Participates in program development.
- Lead agency discussions and assessments of potential external coalitions/strategic partnerships.
- Supervision of management team (i.e., programs, administration & planning, development and financial).
- Build organizational and staff capacity, develop processes ensuring organization runs smoothly, and promote teamwork across diverse aspects of CCA's core programming and functions, by developing, empowering, and maintaining high-performing teams and coaching leaders to develop.

Fund Development, Fiscal Management and Planning, Board Relations

- Oversee all funding development efforts in coordination with Director of Development.
- Identify alternative key strategic funding sources in order to strengthen financial sustainability. Ensure all government grant accounts are managed and in full expenditure and reporting compliance.
- Oversee processes for budgeting, forecasting, reporting, internal controls, and risk management; execution of the fiscal year plan, and meeting revenue and net income goals.
- In coordination with Financial Manager and Board Treasurer, ensure annual audit successfully completed
- Effectively communicate with the Board of Directors to provide clear, concise, regular, and accurate reports/analysis and data on revenue, expenditures, and other key financial and non-financial metrics.
- Assist with the recruitment of new Board members and assist with facilitation of Board functions.

Community Relations, Government Relations and Advocacy

- Serve as CCA's lead public spokesperson/ambassador, and serve as a community representative on various boards.
- Conduct extensive outreach/education and strong relationships with area churches, community groups, key stakeholders, and public decision makers to help achieve goals and enhance awareness of CCA and its impact.
- Work in cooperation with other agencies in City/Region to enhance and coordinate delivery of services.
- Provide leadership and oversight of overall communications/public relations, media contacts, while maintaining and expanding advocacy efforts related to public policy issues relevant to CCA's mission.

Facilities Management

- Provide oversight of CCA facilities maintenance at multiple sites in coordination with Program Director.
- Oversee plans for future developments relative to property acquisition, renovations and modifications.

Ideal Candidates will also have following experiences/abilities, to support above-described responsibilities:

Senior Leadership and Management

- Senior level non-profit management experience, including leading, inspiring and managing a large and diverse staff; managing significant operating budget; collaborating with nonprofit boards.

- Strong track record of strategic thinking/experience moving an organization in a strategic direction, including aligning programs, internal systems/structures, skills of staff and Board, information technology practices, and finances to support the strategy; and building external collaborative relationships.
- Extensive experience in crisis services, public welfare systems and working with governmental funding agencies. Demonstrated ability to engage with urban faith communities.

Government and Community Relations

- Familiarity with relevant public policy issues and an ability to evaluate and respond to the rapidly changing support services/practices environment of homelessness and supportive/emergency services; knowledge of state and federal guidelines; and working in a case management environment.
- Ability to represent CCA before community groups, donors, and governmental bodies related to CCA's mission and goals, and leverage and grow the existing program and financial support networks.
- Capacity to draw communities outside New Haven into conversation to set regional priorities for affordable housing/transitional housing for individuals and families.

Minimum Qualifications:

- Seven to 10 years of successful and progressive experience in senior leadership, advocacy, fundraising, community relations, managing senior staff, building awareness, and fiscal and programmatic oversight.
- College degree in a relevant field (e.g., Human Services; Social Work); advanced degree preferred (e.g., MSW).

Personal Attributes

- Mission & values oriented: considers them both as a framework for all decisions.
- Visionary, charismatic, energetic, enthusiastic and creative leader with desire to promote independence.
- Highly inclusive: demonstrates high emotional intelligence and leads by example.
- Demonstrated excellence regarding interpersonal, facilitation, and advocacy skills.
- Trustworthy/transparent: can relate to and be trusted by staff, clients and City leaders
- Strong ties with faith-based communities.
- Encourages diverse voices/perspectives.
- Professional development oriented/capacity builder: committed to ongoing development (self and staff).
- Courage: strong communication skills; able to work through tough decisions in person and in writing.
- Demonstrated abilities with technology and digital platforms.
- Bilingual language skills preferred (English/Spanish).
- Ability to prioritize and build strong networks.
- Strong interpersonal skills (e.g., empathy, humility, maturity, warmth/openness).

Candidate Application Guidelines

This national search is being conducted by NEGRON Consulting and led by Michael Negrón. All submissions are kept strictly confidential. To express an interest, candidates should **include a resume and cover letter**, indicate how you learned of the position and apply to:

CCASearch@negronconsulting.com with **subject heading: CCA Executive Director.**

The annual salary range for this position is \$90,000 to \$120,000. All applications will be acknowledged and accepted until the position has been filled. No direct phone calls or applications sent to CCA will be reviewed nor will qualify as candidacy for the position.

Christian Community Action (CCA) is an equal opportunity employer and seeks to employ and assign the best qualified personnel for all our positions in a manner that does not unlawfully discriminate against any person because of race, color, religion, gender, marital status, age, national origin, physical or mental disability, sexual orientation, veteran/reserve national guard status, or any other status or characteristic protected by law.

“Making a lasting difference in the lives of families and individuals, through services that promote independence, increased economic security and stability.”