



JOB ANNOUNCEMENT EXECUTIVE DIRECTOR

OVERVIEW

Hartford 2000, Inc. is the coalition of Hartford's 13 Neighborhood Revitalization Zones (NRZs) and Hartford City Government. Its mission is to strengthen the individual and collective capabilities of the Neighborhood Revitalization Zones and to serve as an advocate for neighborhood issues. The Executive Director is responsible for the implementation of the mission, strategic goals, and objectives of the organization, including fundraising and financial objectives. The Director is responsible for maintaining a working relationship with the City of Hartford to facilitate actions that support the needs of the NRZs. The Director provides staff support to individual NRZs where appropriate.

Hartford 2000 is seeking its first Executive Director. The position will be half-time (20 hours per week) for the first three to six months and will become full-time as soon as funds are raised to support a full-time position.

RESPONSIBILITIES

1. Oversees and/or conducts fundraising planning and implementation activities, including identifying resource requirements, researching funding sources, establishing strategies to approach potential funders, establishing and maintaining relationships with funders and donors, submitting proposals, and maintaining fundraising records and documentation.
2. Supports the work of the Board of Directors and its committees as they implement the organization's mission, 3 to 5 year strategic plan, Sustainability Plan, and annual objectives.
3. Maintains a strong working relationship with the City of Hartford's Administration, Mayor, and City Council members to influence and facilitate actions that impact the NRZs, e.g. the City budget, capital improvement program, and ordinances and resolutions.
4. Manages projects and activities that Hartford 2000 performs for Hartford City Government such as the "Behind the Gavel" TV Show and the City Council Preview/Review.
5. Represents Hartford 2000 on committees and coalitions that impact the NRZs, e.g. MDC Clean Water Project, Hartford Votes~Hartford Vota Coalition, Anti Blight Coalition, and Hartford Neighborhood Environmental Partnership
6. Assists the NRZs to grow and strengthen their capacity and influence. Upon NRZ and Board request, works with individual NRZs in areas such as developing strategic plans, organizational development, and program development.

7. Recommends the annual budget for Board approval and manages the organization's finances within budget guidelines and in compliance with current laws and regulations.
8. Assures that the organization and its mission, programs, products, and services convey a strong, positive image to relevant stakeholders.
9. Responsible for the management and leadership of Hartford 2000 staff and consultants, including planning, organizing, and coordinating activities and resources.
10. Manages the human resources of the organization according to authorized personnel policies and procedures that fully conform to current laws and regulations.

QUALIFICATIONS

1. Experience working with diverse populations within the community
2. Experience and success in fundraising for a small to medium size organization.
3. Exceptional organizational and interpersonal skills
4. Strong management and supervisory skills.
5. Proven leadership skills working with boards of directors, City government, and community organizations.
6. Experience with and commitment to consensus building and consensus decision-making
7. Excellent written and oral communication skills, including public speaking.
8. Demonstrated leadership ability in strategizing around issues and building coalitions.
9. Must have a passion for working in the community and with neighborhoods.
10. Familiarity with the Hartford community preferred.
11. At least ten years' work experience preferred.

TO APPLY

Applicants should send resume and cover letter to the address below. Cover letter should include an explanation of why you are applying for this job. Email submissions are acceptable. All applications received by **Monday, August 9, 2010** will be assured of consideration.

Hartford 2000, Inc.
c/o CREC
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