

# **Waltham Partnership for Youth, Inc.**

## **Position Announcement: Executive Director**

The Waltham Partnership for Youth (WPY) seeks a dynamic, experienced and visionary full-time Executive Director to drive all aspects of WPY operations, including leading the WPY to develop and sustain an integrated resource system for Waltham youth.

**Organization:** The WPY is a 501(c)(3) with a mission to enhance the quality of young lives in Waltham by identifying the needs of all Waltham youth and coordinating resources to help meet those needs, in order that all Waltham youth have the opportunity to become productive citizens in the workforce and the community.

### **Major duties:**

- Embrace mission and purpose of WPY.
- Work with Board of Directors to lead strategic planning and growth of WPY.
- Oversee fundraising planning and implementation, including growing donor base, securing grants, designing and implementing annual appeals and fundraising events, and administering fundraising records and documentation.
- Ensure that WPY, its mission and activities, are consistently presented in strong, positive images to all stakeholders, including corporations, partner and other community organizations, youth, families, and general community, and the media.
- Manage all aspects of WPY operations.
- Build and supervise staff.
- Develop and implement budget.
- Maintain positive working relationship with board members.
- Advocate for and promote change as related to WPY mission in diverse community.

### **Qualifications:**

- Bachelor's degree in relevant field, advanced degree in nonprofit management or related field preferred.
- Minimum of 5 years experience in program/systems development/expansion to meet the needs of a diverse youth population.
- Experience working with non-profit boards and motivating volunteers.
- Proven fundraiser in grants and special events as well as grant writing experience.
- Strong written, public communications, and interpersonal communications skills.
- Proven ability to build effective collaborative relationships with diverse people and organizations, therefore must possess strong political savvy.
- Proven ability to work independently and as part of a team.
- Proven ability to manage multiple projects simultaneously.
- Proven ability with budgeting and financials.
- Technology skills including Word, excel, database management, and social networking.
- Attention to detail.
- Volunteer management experience.
- Flexibility to work extended hours.
- Commitment to and experience in community building and youth development.
- Evidence of strategic agility and successful systems development (setting objectives, developing strategies, budgeting, developing policies and procedures, developing evaluations, building sustainability plans) necessary to accomplish goals, including implementing a vision for the future.
- High level of professionalism, ethics, and confidentiality.

**Salary commensurate with experience**

**To apply:**

Send cover letter, resume, and salary history to: Kathrin Doyle, c/o QinetiQ NA, 350 Second Avenue, Waltham, MA 02451; or [Kathy.Doyle@QinetiQ-NA.com](mailto:Kathy.Doyle@QinetiQ-NA.com).

Qualified candidates will be asked to provide 3 professional references.