



**Executive Director  
Full-Time**

**About the Coalition:** The Adoptive and Foster Family Coalition is a small, vibrant not-for-profit organization that serves as the state's foster and adoptive family association. The Coalition's mission is to unite foster, adoptive and kinship care families, giving them a voice and providing support, information and advocacy. By fostering communication and collaboration between families, agencies and concerned citizens, we seek to ensure the stability, well-being and permanency of all children touched by the child welfare system. The organization is headquartered in New Paltz, with offices in Amityville and Ithaca, as well as a small satellite office in Pomona.

**Position Description:** The Executive Director has strategic and operational responsibility for the Coalition staff, programs and advocacy initiatives to execute the organization's mission and reports to the Board of Directors.

**Duties and Responsibilities:**

*Leadership and Management*

- Ensure the organization has both a short and long-range strategy to achieve its mission and priorities, and recommend timelines and resources needed to achieve the strategic goals and objectives.
- Advise board members on organizational needs and build board involvement with strategic planning, fund development and advocacy activities; serve as ex-officio member of board committees as requested by the board.
- Oversee design, marketing, delivery, quality and evaluation of Coalition programs; research and recommend program initiatives to advance the Coalition mission.
- Actively engage and energize Coalition stakeholders, volunteers, Board and Advisory Committee members, partnering organizations, and funders to participate in strategies and activities that support the achievement of the Coalition's organizational mission and goals.
- Effectively manage the human resources of the organization according to authorized personnel policies and procedures; lead, mentor, develop and retain Coalition staff.
- Research and recommend New York and national child welfare advocacy priorities and strategies.

*Development and Financial Management*

- Develop and recommend a yearly budget for Board approval and manage Coalition resources within those budget guidelines and according to current laws, regulations and contracts and with sound financial practice and procedures.
- Oversee fund development planning and implementation; identify organizational resource requirements; research, identify, and reach out to potential funding sources; submit funding proposals; and administer fund development records and documentation.
- Research and recommend both earned and unearned revenue generating fundraising activities and strategies to support program operations, and energize and support board member participation and fundraising activities.

### *Communications and Public Relations*

- Maintain and cultivate existing and new relationships with external stakeholders including other nonprofit child welfare leaders, organizations interested in supporting the Coalition mission, state and federal officials, and the media.
- Ensure that the Coalition's external communication strategies and tools consistently present the organization in a strong, positive image, and reach foster, adoptive and kinship families, professionals and stakeholders in need of support, information and advocacy.
- Play a key role in crafting the focus, themes and content of the Coalition's annual Foster Care and Adoption Conference with an eye toward maximizing Conference impact and leveraging the Conference to advance best practices and Coalition advocacy priorities.

**Qualifications:** An advanced degree in a human services or related field preferred. Nonprofit management experience, preferably in the child welfare field, with a strong working knowledge of adoption and child welfare issues. Proven success in raising both public and private funds and grant administration. Demonstrated experience with fiscal management. Experience in organizational management and program development with the ability to mentor staff, set and achieve strategic objectives, and manage a budget. Strong written, verbal and technological communication skills. Demonstrated marketing and public relations skills with the ability to engage a wide range of stakeholders.

While the Executive Director has traditionally worked out of the New Paltz office, the candidate can work out of any Coalition office. All candidates in the Albany and New York City regions will also be considered as long as they are able to travel to all locations, and work on weekend and evening hours as needed. Experience in working effectively with a Board of Directors preferred. Passion, idealism, integrity, positive attitude, mission-driven, and self-directed. Personal experience with foster care, kinship care and/or adoption preferred.

**Compensation:** This position provides health, dental and vision insurance as well as an IRA savings plan, and paid time off. The Coalition complies with New York State paid family leave/family medical leave and absence policy. The salary range is from \$80,000 to \$100,000 depending on education and experience.

**To Apply:** If you are interested in applying, please send a cover letter and CV to [aafcsearch@gmail.com](mailto:aafcsearch@gmail.com).

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9/11/19