



Serve Rhode Island (SRI) is seeking an experienced leader to serve as **Executive Director**. Established in 1994 by a legislative act as the State Commission for National and Community Service for Rhode Island (including the federally funded AmeriCorps program), SRI is a private 501(c)3 non-profit organization. Serve Rhode Island is committed to creating a culture of service in Rhode Island. We leverage the social capital of volunteers to create positive change in communities.

The Organization

The mission of Serve Rhode Island is to transform the lives of Rhode Islanders by increasing the number of individuals engaged in volunteer and service activities in their communities, including:

- Connecting volunteers with nonprofit needs;
- Increasing senior volunteerism;
- Mobilizing volunteers for the betterment of the environment and in times of disaster; and,
- Managing AmeriCorps State Program.

Key Challenges and Opportunities

To prepare and implement a strategic plan, the ED will lead the organization as follows:

- Develop new networks and partnerships;
- Create and oversee a development plan for fundraising and resource building, moving beyond federal and state money;
- Advocate for service and volunteerism and provide a unified voice for service across the state;
- Build a stronger network of nonprofit organizations throughout Rhode Island; and,
- Elevate the profile of SRI.

The Position

The Executive Director is responsible for implementing organizational priorities in a fast-paced, changing organization. S/he will: oversee the Board's strategic plan; oversee fundraising; and implement Board policy and federal and state relations while developing and maintaining strategic partnerships. Reporting to the Board of Directors through the Chair, the ED is responsible for the annual budget for operations and for grants.

The ED oversees SRI staff, as well as a number of programs (ranging from 9-20) across the state of Rhode Island.

Current funding comes primarily from governmental sources and fundraising.

Specific Responsibilities

- Create a culture and spirit of service and serve as a champion for service and volunteerism for all stakeholders.
- Secure funding from public and private sources to develop Rhode Island's service and volunteer network. This includes cultivating new individual donors and foundations; creating corporate sponsorship opportunities; and developing the funding base necessary to implement the strategic plan.
- Advocate for the development and promotion of public policies and private initiatives related to service and volunteerism.
- Implement short- and long-term vision to fulfill SRI's mission within the framework and philosophy of the strategic plan established by the Board of Directors.
- Serve as spokesperson for Serve Rhode Island.
- Support the board and related committees.
- Develop and maintain strategic public and private partnerships on the local, state and national level.
- Manage, support and develop staff who are responsible for key organizational functions.
- Oversee grantee portfolio by building the capacity of current grantees while attracting new ones.
- Ensure that all federal and state regulations, including all Corporation for National and Community Service provisions, are implemented effectively and are consistent with Board policy and direction.
- Build a respectful and diverse work climate and culture.

Qualifications

- College degree: minimum of a Bachelor's degree required, Master's degree preferred
- Minimum of five years of successful organizational and fiscal management and supervisory experience
- Demonstrated ability to recognize opportunities to secure resources from diverse public and private sources
- Proven commitment to the role of citizen service
- Experience in developing, coordinating and maintaining public and private sector partnerships
- Excellent public speaking skills and ability to communicate effectively with a wide range of constituents
- Ability to develop and maintain coalitions of diverse constituents
- Knowledge of AmeriCorps, nonprofit/service models or other federal grant management a plus

Serve Rhode Island is committed to hiring practices which support the values of a diverse workplace and reflect the makeup of the Rhode Island communities we serve. We welcome applications from people with disabilities, and will make reasonable accommodations upon request.

How to Apply

To apply, please send cover letter and resume and writing sample by **April 24th** to:

Jim Berson, Interim Executive Director

Serve Rhode Island

655 Broad Street

Providence, Rhode Island 02907

Or electronically (preferred) to: **jberson@serverhodeisland.org**