

## **Arab-American Community Center for Economic and Social Services (ACCESS) WNY**

POSITION TITLE: Executive Director

LOCATION: Lackawanna , New York

### **THE ORGANIZATION:**

Established in 2005, the Arab-American Community Center for Economic and Social Services (ACCESS) WNY is a non-profit organization that was created to promote understanding and strengthen the bonds between members of the Arab American community and people of other nationalities and cultures living within America. Our organization is non-sectarian, serving families and individuals of any faith or ethnicity.

### **Our Services:**

- Case Management and Advocacy
- Citizenship and Immigration
- Youth Program
- Professional Development
- Domestic Violence
- Parenting
- Healthcare Access
- Counseling and Support
- Financial Assistance
- Employment and Tax Preparation
- Community Services and Civic Engagement

The mission of ACCESS WNY is to bridge the gap for families and communities by providing education, youth development, immigration and support services to improve their quality of life.

ACCESS WNY is seeking a full-time Executive Director, reporting to the Board of Directors. The Executive Director will be responsible for the overall management and leadership of the organization, and serve as the key spokesperson and visible leader of the organization. The Director will serve as the lead representative for the ACCESS of WNY and fulfill the mission of the organization in the community while demonstrating a fundamental understanding of their programs and services. The ideal candidate will have proven leadership, business, and fundraising expertise. Experience with community resource development and expertise working with immigrants and refugees is required. Other core competencies include principles and practices of advocacy and civic engagement, fund development, media venues and marketing including social

media, collaboration, knowledge of Arab/Middle Eastern issues, culture and languages, an understanding of the strengths and challenges facing the community ACCESS serves, performance focus, political savvy, strong written verbal and presentations skills, follow through, and a visionary outlook. Candidates with experience as a not-for-profit board chair or board member are desirable.

The successful candidate will demonstrate a passion for ACCESS WNY's vision to empower underserved communities by providing access to resources that create lasting solutions.

A Bachelor's Degree and a minimum of three to five years of non-profit management and fundraising experience are required. An advanced degree, ideally an MBA, is preferred. Fluency in Arabic is desirable but not required.

### **Responsibilities:**

#### ***Leadership & Management:***

- Ensure ongoing programmatic excellence, rigorous program evaluation, and consistent quality of finance and administration, fundraising, communications, and systems; recommend timelines and resources needed to achieve the strategic goals.
- Actively engage and energize ACCESS WNY Nonprofit volunteers, board members, event committees, alumni, partnering organizations, and funders.
- Develop, maintain, and support a strong Board of Directors; serve as ex-officio of each committee; seek and build board involvement with strategic direction for both ongoing local operations as well as for the national rollout.
- Ensure effective systems to track scaling progress, and regularly evaluate program components, so as to measure successes that can be effectively communicated to the board, funders, and other constituents.

#### ***Fundraising & Communications:***

- Expand local revenue generating and fundraising activities to support existing program operations.
- Deepen and refine all aspects of communications—from web presence to external relations with the goal of creating a stronger brand.
- Use external presence and relationships to garner new opportunities.

#### ***Planning & New Business:***

- Review current programming to ensure adequate return on investment that is in line with the strategic plan.

- Continue to build partnerships, establishing relationships with the funders, and political and community leaders.

## **Qualifications**

The ED will be thoroughly committed to ACCESS WNY's mission. All candidates should have proven leadership, coaching, and relationship management experience.

Specific requirements include:

- Advanced degree, ideally an MBA, with at least 3-5 years of management experience; track record of effectively leading and regionally and/or nationally scaling a performance- and outcomes-based organization and staff; ability to point to specific examples of having developed and operationalized strategies that have taken an organization to the next stage of growth. Candidates with a bachelor's degree will be considered based upon experience and proven record of success.
- Quantifiable success in fundraising and/or major gifts.
- Unwavering commitment to data-driven program evaluation.
- Excellence in organizational management with the ability to set and achieve strategic objectives, and manage a budget.
- Past success working with a Board of Directors with the ability to cultivate existing board member relationships.
- Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders and cultures.
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills.
- Action-oriented, entrepreneurial, adaptable, and innovative approach to business planning.
- Ability to work effectively in collaboration with diverse groups of people.

## **Critical Qualities:**

- Demonstrated track record in providing leadership for the development of strategic vision.
- Ability to establish priorities that align with a strategic plan and manage multiple agendas and programs effectively.
- Demonstrated ability to attract and sustain philanthropic funding.
- Strong oral and written communication skills, including experience speaking publicly in diverse forums.
- Fluency using and understanding data to inform decision making.
- Strong interpersonal skills and ability to work effectively with a wide variety of people and organizations, including senior level corporate, philanthropic, public sector representatives and community leaders; ability to inspire trust and to motivate staff and partners.

- Demonstrated management experience, including staff development, financial management, and office administration.