

**ESAC**  
**Jamaica Plain, Massachusetts**  
**Executive Director**  
**March 2008**

ESAC, a forty-year-old community based nonprofit respected for its unique role as a catalyst for social action, seeks an Executive Director.

**ESAC**

ESAC was founded more than 40 years ago to help residents of Jamaica Plain and surrounding neighborhoods build a thriving, healthy community. With its core programs fostering sustainable homeownership, eliminating childhood lead poisoning, fighting childhood asthma, and equipping at-risk youth with GED training and career skills, ESAC continues to serve individuals in need to help grow healthy communities for the long term.

Today ESAC has three core programs as well as significant initiatives that promote the vital communities it was founded to serve. The Sustainable Homeownership Center assists individuals with foreclosure prevention, lead abatement, home repair, and housing court advocacy. GED Plus is an alternative education program for at-risk youth, administered by ESAC in partnership with Youth Opportunity Boston. The Boston Asthma Initiative provides home visits for families with children with asthma and works with schools on asthma education and prevention.

**The Position**

ESAC's next Executive Director will combine a genuine commitment to building sustainable communities with the imagination and energy to assess the current programming and make strategic recommendations to increase ESAC's reach and its financial resources.

Reporting to the Board of Directors and overseeing a staff of ten full-time employees, the ESAC Executive Director provides administrative oversight, fundraising initiative, and strategic goal setting for the organization. The ESAC Executive Director serves as the voice of the organization in settings from the annual "Taste of JP" fundraiser to community media to advocacy with local and state agencies.

ESAC has enjoyed effective and stable leadership for the past twelve years. In an unstable economic climate ESAC must rise to the challenge of maintaining its outstanding record of service while presenting a message and a mission that remains unique, useful, and fundable. In particular, ESAC's Board of Directors agrees that a new Executive Director must undertake the following:

- Develop a vision and strategy for the future that builds upon the expertise of ESAC's staff while continuing to serve the most critical community challenges.

- Design a fundraising strategy that diversifies ESAC’s revenue streams to attract new private philanthropy and perhaps additional fee-for-service revenue that permits ESAC’s infrastructure to support and grow the fundamental programming.
- Grow the organization—in terms of geography, persons served, or issues addressed—in a manner that supports the mission, as well as the financial stability of ESAC.
- Ensure that ESAC’s administrative and financial systems are as efficient and effective as they can be.
- Position ESAC as a recognized leader and valuable resource in the areas of homeownership, education for at-risk youth, and childhood public health issues.
- Represent ESAC with energy, grace, and intelligence within the communities it serves, among colleague nonprofits, with state and local agencies and officials, and in any setting where ESAC’s message should be heard and its mission can be advanced.

### **Qualities and Qualifications**

The incoming Executive Director should demonstrate a passion for ESAC’s mission as well as the professional expertise and experience to maintain and grow ESAC’s outstanding programming. While no candidate can demonstrate every ideal quality or qualification, we are looking for an individual who brings most of the following attributes:

- An energetic blend of intelligence, wisdom, and humor.
- The ability to be persuasive, assertive, or persuadable as the situation calls for.
- A hands-on, get-your-hands-dirty attitude with the ability to develop a long-term vision and strategy.
- A willingness to challenge expectations and move people out of their comfort zone, yet the ability to do so with empathy and respect.
- Common sense to know when to abandon an effort or face a difficult reality.
- A commitment to community and the initiative to establish oneself as a leader.

In addition, we will prefer candidates with many of the following qualifications:

- A four-year college education with preference for a graduate degree in a related field (MBA, MPA).
- Minimum of 7 to 10 years experience with no less than 3 years of experience managing a staff or team including hiring, evaluating, and terminating employees.
- Demonstrated experience managing a \$1 million plus budget or operating a similarly sized program in a larger organization.
- A history of multi-year commitments to positions or initiatives that ensure long-range goals are accomplished.
- At least one example of establishing a strategic vision for an organization or initiative and carrying it to completion.
- Demonstrated success raising at least several hundred thousand dollars in private philanthropy through grants, major gifts, or a combination of the two.

- Experience developing and implementing a fundraising plan with an understanding of event planning and implementation helpful.
- Nonprofit financial acumen including budgeting, forecasting, and compliance with audit requirements as well as government grant guidelines preferred.
- Subject matter expertise in at least one of ESAC's program areas: education, public health, or sustainable housing issues.
- Facility for public relations and marketing, including outstanding written and oral communications skills.
- Coalition building skills to develop new partnerships and foster existing ones.

### **Salary and Benefits**

ESAC provides a competitive salary, commensurate with experience, and a package of benefits that includes health care insurance and a generous vacation plan.

### **To Apply:**

For more information and the complete job description, visit [www.ESACBoston.org](http://www.ESACBoston.org). Applications are due by April 14, 2008, but will be reviewed as received. Send your resume and a detailed cover letter outlining your experience, enthusiasm, and unique qualifications for this position by email in a word document to [ESACSearch@yahoo.com](mailto:ESACSearch@yahoo.com). Title your resume "Your Last Name resume" and title your cover letter "Your Last Name cover letter."

ESAC is an EEO/AA employer.