

## Overview

### **The Opportunity:**

This is an exciting leadership opportunity for a seasoned, dynamic professional who is passionate about building and expanding educational programming for students and families, and the Bridgeport community. The Executive Director will lead all operations of [Horizons Bridgeport \(HB\)](#), with a primary focus on fundraising, partnership development, and communications. This role also serves as the face of HB, building external-facing relationships in the community, expanding partnerships, and positioning Horizons as a thought leader in the Out-of-School Time space within the Bridgeport community and beyond. The Executive Director will work in close partnership and collaboration with the leadership teams from the Horizons sites in Bridgeport -- Horizons Green Farms Academy and Horizons Sacred Heart University – as well as support Horizons Notre Dame programming. This position also supervises and supports a three-person team of Horizons Bridgeport staff. A strong and engaging communicator, the successful candidate will bring a passion for the mission of working educational equity and creating opportunities for students to develop the academic and social-emotional skills that empowers them to live a life full of hope and choice.

### **About Horizons Bridgeport:**

Horizons Bridgeport is dedicated to providing transformative educational experiences for students in Bridgeport. Our programs focus on academic enrichment, social-emotional learning, and developing lifelong skills that empower students to reach their full potential. By building strong partnerships and leveraging community resources, Horizons Bridgeport aims to create lasting impact and opportunities for the youth of Bridgeport.

## Responsibilities

### **Fundraising:**

- Lead and implement a comprehensive fundraising strategy in partnership with the HB Board, with the goal of raising \$1.1 million in the first year.

- Identify and cultivate new and existing funding sources to support the sustainability of the HB region and current program sites and to ultimately enable the launch of programs at new sites within the region
- Build and maintain strong relationships with corporate and foundation funders, write grant requests, and prepare all required grant reporting.
- Collaborate closely with the Executive Directors of Horizons Green Farms Academy and Horizons Sacred Heart University in order to coordinate fundraising efforts, maximizing opportunities for both current programming and the region as whole.
- Plan, oversee, and coordinate donor cultivation events, including summer site visits.

#### **Organizational Leadership:**

- Provide leadership for organizational strategy, fundraising, financial management, programmatic growth and quality, infrastructure, and board development.
- Maintain and nurture a collaborative regional Horizons community through regular meetings with site leaders and school leadership, onsite visits, surveying, and providing capacity-building support to sites at various stages of development.
- Support Executive Directors at Bridgeport sites to ensure:
  - Common outcome measurement aligned with Horizons National standards, measurement, and data systems.
  - Cross-site programmatic collaboration as appropriate.
  - The documentation of student outcomes to help inform the regional communications strategy.
- Develop, manage, and oversee organization’s budget, financial planning, and financial reporting, including the preparation of the annual financial review and Form 990.
  - Partner with the HB Board, providing leadership and support to members and committees, including the development of meeting materials and presentations.

#### **Communications and Partnership Development:**

- In close partnership with Horizons site leadership, develop and refine the “Horizons Bridgeport story,” demonstrating the broad impact of the program and its potential to reach more students
- Coordinate all public relations and communications activities, including social media and community outreach using Horizons-branded resources.
- Represent HB at key events, including the annual Horizons National Conference, Bridgeport area educational and non-profit events, and local affiliate events.
- Work with the HB Board, site leaders, and other stakeholders to identify and cultivate meaningful and strategic partnerships with the ultimate goal of launching new programs and enhancing program quality.

## Qualifications

HB understands that candidates rarely meet 100% of the qualifications. We strongly encourage candidates, in particular women and people from underrepresented backgrounds, to apply if they meet many of the qualifications.

- At least ten years of relevant experience, including demonstrated success in leadership roles, ideally in a nonprofit setting.
- Proven track record in successful fundraising and donor relations, including grant-writing experience
- Strong interpersonal skills and demonstrated ability to build and sustain positive and respectful relationships
- Cultural competency and experience working with a diverse range of stakeholders.
- Excellent written and verbal communication and presentation skills, including use of all social media platforms.
- Strong project management and organizational skills, attention to detail, and ability to set and meet deadlines.
- Familiarity with program administration, including operations and staff management.
- Experience with financial reporting, grant administration, and budgeting.
- Ability to thrive and work collaboratively within a small team environment with often-competing priorities and to lead others to achieve common goals.

## Application Process

Please apply via this link at the top of the page. All submissions receive acknowledgment and are confidential within the search committee and TSNE. Electronic submissions sent through the above link are preferred.

Candidates should include a resume or profile summary that showcases their skills and experiences, as well as a cover letter describing their interest and how their qualifications and experience match the needs and mission of Horizons Bridgeport. While candidates are strongly encouraged to apply as soon as possible, the position will remain open and applications accepted until the right candidate is identified. The HB Search Committee will review applications, and candidates who are selected to move forward in the hiring process will be notified. All initial interviews will be conducted via Zoom. Questions may be directed to TSNE Search Consultant, [Brian Gallagher](#).

This is a full-time, hybrid position based in Bridgeport, CT, with occasional evening and weekend events. HB offers a comprehensive benefits package. Salary is competitive with relevant experience, within the framework of the organization's annual operating budget,

and in the approximate range of \$115,000 - \$130,000. Horizons Bridgeport is an equal opportunity employer and encourages applications from all qualified individuals.

*HB is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.*

Apply Here: <https://www.click2apply.net/AejPjYfNEj525HEAzfoeDV>

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