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NORWESCAP CHIEF EXECUTIVE OFFICER (PHILLIPSBURG, NJ)

BACKGROUND

The Northwest New Jersey Community Action Partnership (NORWESCAP) is a \$30M private, non-profit corporation that serves the low-income population of Hunterdon, Sussex, Warren, Morris and Somerset Counties. NORWESCAP's mission is to improve the lives of low income individuals and families in need in Northwest New Jersey by creating pathways that lead to economic empowerment and prosperity.

NORWESCAP grew out of President Johnson's War on Poverty, which in 1966 created a network of locally-focused agencies called Community Action Partnerships. These organizations are committed to addressing the root causes and conditions of poverty in their local communities by providing services and programs that promote economic self-sufficiency. NORWESCAP fulfills its mission by providing a diversity of programs that address the systemic issues of poverty and engage the community in social action and community improvement efforts.

PROGRAMS

NORWESCAP has been building self-reliance and resiliency for over 50 years through a variety of programs that address the multitude of needs for the communities they serve. Below is a brief sampling of their programs.

Child and Family Development

NORWESCAP offers a variety of programs that provide services to children. There are programs that can assist with and improve the quality of child care and curriculum-based programs that promote literacy. The goal is to enhance the child's overall development and growth within a positive, nurturing environment. Programs include Head Start and Early Head Start, a Diaper Bank, childcare vouchers and resource services. The case management approach provides better coordinated services in the community and can also provide improved access to supportive services to assist individuals and families in reaching their goals. Included in this category are programs that focus on helping women to gain personal and economic self-sufficiency, and others that allow families to move out of subsidized housing.

Economic and Employment Building

The organization offers three programs to help low-income individuals and families leave behind poverty and begin the path of building assets and achieving wealth accumulation. A series of economic literacy classes are available in the evenings and are free to interested individuals. Programs include Pathways 2 Prosperity, a Family Loan program and a matched savings program.

Housing

NORWESCAP Housing and Energy Services provide the following programs and services: LIHEAP (Low-Income Home Energy Assistance Program), Weatherization Assistance Program, USF (Universal Service Fund), and other programs to assist low income individuals and families with their heating & cooling costs. There are also several housing projects that are aimed at providing safe and affordable housing to low-income families.

Nutrition & Healthy Living

NORWESCAP provides services that aid in the relief of hunger and promote good health. Programs include a highly successful Food Bank that serves 120 local food pantries, WIC, and Early Cancer Detection.

NORWESCAP is a \$30M organization with a staff of almost 300 employees, serving over 20 locations with 35 plus programs that address NORWESCAP's 4 core issue areas: Housing, Economic Development and Employment, Nutrition and Health, and Family and Children Services. For more information about NORWESCAP, please visit their website at www.norwescap.org.

THE POSITION

NORWESCAP, the leading agency in Northwest New Jersey fighting poverty and supporting low-income families since its creation in 1965, is seeking a new **Chief Executive Officer**. This position will replace the long-time successful CEO, Terry Newhard, who is retiring. The organization strives to transform poverty into opportunity by providing programs, education, and opportunities in the areas of economic and employment building, nutrition and healthy living, child and family development, and housing. The goals of NORWESCAP's efforts are to foster economic empowerment throughout communities and assist individuals and families towards self-sufficiency. The Chief Executive Officer reports to the Board of Directors under the Carver Policy Governance Model and is responsible for the organization's consistent achievement of its mission.

The NORWESCAP CEO is required to:

- Manage the organization within the parameters of the Executive Limitations.
- Foster relationships in the community to connect with the board and the agency.
- Strategically develop and review existing and new programs based on the community needs assessment.
- Develop and cultivate relationships with governmental and non-governmental organizations, foundations and private donors to increase community participation and raise additional funding to continue to implement NORWESCAP's mission.

RESPONSIBILITIES

- Provide inspirational leadership and direction to all staff that result in the organization being a trusted community partner and achievement of goals.
- Be a thought leader in the field. Keep abreast of significant developments and trends in poverty issues and strategies.

- Cultivate a strong and transparent working relationship with the Board and ensure open communication about the measurement of financial, programmatic, and impact performance against stated milestones and goals.
- Drive the development and implementation of the agency's long range strategic plan ensuring that the budget, staff, and priorities are aligned with NORWESCAP's core mission.
- Build advocacy for the agency mission through the development of productive community, governmental, and stakeholder relationships.
- Generate non-restricted funds by developing relationships with corporations, foundations, government agencies and private individuals.
- Ensure the activities and points of view of the organization are publicized through traditional and social media.
- Overall agency fiscal responsibility inclusive of increasing financial and operational efficiency.
- Ensure agency compliance with federal (e.g. Hatch Act), state and local regulations regarding grant compliance as well as corporate compliance, including working with Head Start and Early Head Start Director and Policy Council to meet management requirements.

QUALIFICATIONS

- A minimum of ten years of increasing responsibility in executive management in a human service, non-profit environment.
- Successful experience managing a complex array of programs and multiple sites, meeting program goals and funding requirements.
- Knowledge and understanding about issues dealing with poverty.
- Demonstrated ability to be the face of the organization.
- A financially savvy and politically astute leader with the ability to set clear priorities, delegate, and guide investment in people and systems.
- Demonstrable analytic, organizational and problem-solving skills, which support and enable sound decision making.
- Excellent coalition building skills with an ability to communicate and work effectively with a variety of internal and external stakeholders. Persuasive negotiator able to achieve consensus amongst differing opinions.
- Strategic, succinct and effective written and oral communication skills including comfort and ease with presentations of information to public groups and/or board of directors.
- Significant board development, fundraising, marketing/branding and fiscal management experience.
- Past success with moving an organization towards greater funding self-sufficiency.
- Strong commitment to the professional development of staff with a successful track record of recruiting and retaining a diverse team and creating an inclusive work environment.
- Bachelor's degree required, Master's in a related field preferred.

COMPENSATION

An attractive competitive package, commensurate with level of experience is available.

FOR MORE INFORMATION, PLEASE CONTACT:

Sue Waterbury, Vice President

Sarah Waldbott, Associate

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TO APPLY:

Please submit a resume and cover letter.

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