

**EXECUTIVE DIRECTOR  
Claymont Community Center  
Claymont, Delaware**

Claymont Community Center is a nonprofit organization operated by the Brandywine Community Resource Council, Inc. We are funded through the Delaware Grant-in-Aid Program, United Way of Delaware, and contributions from other government agencies, corporations, foundations, community organizations, businesses, and individuals. We are seeking an energetic and qualified Executive Director who will have overall strategic and operational responsibility for the Claymont Community Center's staff, programs, expansion, and execution of the Center's mission. The position will develop deep knowledge of field, core programs, operations, and business plans.

The Claymont Community Center was founded by community leaders in 1974 to support the needs of children and families in Claymont, Delaware. The center operates from the former Claymont High School, which was built in 1924 and is rich in U.S. history. One historic turning point occurred in September 1952, when a legal decision enabled 11 African American students to attend Claymont High School. They were the first African Americans to legally integrate in the 17 states that allowed school segregation. This was one of the cornerstone cases cited in the [Brown v. Board of Education](#) decision that made segregation illegal and helped jump-start the Civil Rights Movement.

In the years since, we have expanded our service area to the communities surrounding Claymont, and we have welcomed generations of residents through our doors. As a result of a unique mix of our own programs and tenant agencies, we now provide a broad range of activities and services for thousands of people each year.

While reporting to the Board of Directors, the Executive Director will help us achieve the Center's mission through the following work:

**Leadership & Management:**

- Ensure ongoing local 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 the Center's 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.
- Lead, coach, develop, and retain the Center's senior management team. 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.
- Oversee the finance functions to ensure programs and operations are financially secure, supervise financial records, and report the Center's on-going financial position to the Board of Directors.
- Carry out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities for this area include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**Fundraising & Communications:**

- Expand local revenue generating and fundraising activities to support existing program operations and regional expansion.

- 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:

- Design and complete the strategic business planning process for program expansion into new markets.
- Begin to build partnerships in new markets, establishing relationships with the funders, and political and community leaders at each expansion site.
- Be an external local and statewide presence that publishes and communicates program results with an emphasis on the successes of the local program as a model for regional replication.
- Coordinate tenant relationships including lease arrangements, potential partnership opportunities, marketing initiatives and issues impacting their ability to properly conduct their business activities within the center.

The minimum requirements of the Executive Director are to have the following and/or equivalent work experience:

- Bachelor's Degree or Advanced degree with at least 10 years of senior 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.
- Proven leadership, coaching, and relationship management experience.
- Unwavering commitment to quality programs and data-driven program evaluation.
- Excellence in organizational management with the ability to coach staff, manage, and develop high-performance teams, set and achieve strategic objectives, and manage a budget.
- Past success working with a Board of Directors with the ability to cultivate 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.
- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed.

Claymont Community Center offers market salary, potential for performance bonus, company health coverage, 401(k), paid time off and holidays, cell phone, and travel reimbursement per company policy.

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Claymont Community Center will be based on merit, qualifications, and abilities. Claymont Community Center does not discriminate in employment opportunities or practices on the basis of race, color, religion, creed, age, national origin or ancestry, gender, marital status, veteran status, sexual orientation, gender identity, genetic information, or status as a qualified disabled or handicapped individual, or any other characteristic protected by law.

For more information about Claymont Community Center, please visit our website at [www.claymontcenter.org](http://www.claymontcenter.org)

To apply, please submit cover letter, resume, and salary requirements to: [julee4hrsolutions@yahoo.com](mailto:julee4hrsolutions@yahoo.com).