

Community 2000

Education Foundation

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Linda Philips
Charlestown

Founder

J. Christopher Philips
1942-2022

February 10, 2023

Dear Applicant,

It is with great sadness that I share with you the sudden passing of our founder and president, Chris Philips. Chris was a visionary and a leader in the community for many decades. Through Chris's leadership and vision, and the generous support over the years of many community members and businesses, we were able to provide the Chariho class of 2022 over thirty \$2000 four-year scholarships. In the view of many wise people, education is the most reliable means for preventing and solving many of the challenges which afflict our society. Since its inception, Community 2000 has supported 147 scholars, many of whom were the first in their families to attend college, and a large number of whom returned to the community upon graduation.

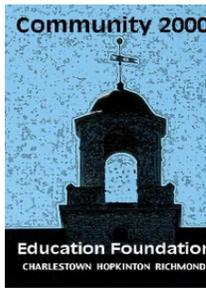
Our awards are based on need, character, and academic prowess in that order, and our recipients attend a broad array of colleges and universities. In addition, Chris felt strongly that education, at the classroom level, was important to give students the best tools to succeed. To that end, Community 2000 awards educational grants each year. In the past year, it awarded over \$37,000 in educational project grants to the Chariho School District. Needless to say, Chris's passing has created a huge void. Chris was Community 2000. The board is determined to continue the good work of the organization and is working to ensure a smooth transition. I share with you this information to let you know that Chris's dream will carry on into the future.

As a result of this, we are seeking our first ever Executive Director to work with the Board to keep this legacy alive and well.

Sincerely yours on behalf of the board,



B. Joe Reddish, III, President
Community 2000 Education Foundation



COMMUNITY 2000 EDUCATION FOUNDATION

Executive Director Job Description

Background Information

The Community 2000 Education Foundation was incorporated in Rhode Island as a 501(c)(3) charitable organization in 2000. The Foundation's initial focus was to offer scholarships to graduating seniors at the Chariho Regional School District (Charlestown, Richmond, and Hopkinton) while also building an educational endowment. Community 2000 has since established ongoing relationships with other local non-profits and initiated financial support for student awards and educational projects within the school district. The Foundation now has six distinct endowments worth approximately three million dollars.

The past president and founder for 23 years, a volunteer, passed away at the end of 2022. To effectively continue the foundation's success, the board has decided to seek a part-time executive director. Over the years, the Foundation has relied heavily on volunteers and has received most of its financial support from individual contributions. Annual revenue is now typically \$150,000 - \$200,000. Other sources of funds have been generated by golfing events and grants. When founded, Community 2000 offered two four-year \$1,000 scholarships. In 2022, it granted over thirty \$2,000 awards and over \$39,000 in educational grants.

Learn more about Community 2000 at <https://www.community2000.org>.

Executive Director (ED) Position Summary

Community 2000 seeks a dynamic and experienced person to lead the growth and continued momentum of the organization. The ED will be a strategic thinker with an entrepreneurial spirit, excellent communication skills, and a collaborative work style. The ED will have expertise in leading volunteers, building welcoming and inclusive communities, and fund development. The ED reports to the Board and Executive Board.

Oversees, implements, and supports the organization's mission, vision, and goals. Responsible for the day-to-day operations, including developing and implementing successful communication and fundraising plans, creating and sustaining relations with donors, ensuring internal controls over the organization's finances, and keeping the commitment to providing scholarships for our community's students. The ED serves as the public spokesperson for the organization and partners with local community leaders and related groups.

Major Responsibilities

Public Relations and Communications: maintain positive public relations through communicating and promoting the organization's projects and scholarships, accomplishments, needs to all stakeholders; and community building.

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- Overseeing communications with donors, volunteers, Chariho School District Committees, and the public, both online and through traditional and social media.
- Supervising the maintenance of all databases covering scholarship recipients, donors, tee sponsors, golf participants, etc.
- Maintaining visibility in the community by joining and networking with external organizations (Chariho School Departments, Rhode Island Foundation, Ocean Community Chamber of Commerce) promoting Community 2000's mission and goals
- Creating projects that increase the organization's role in and benefit the community
- Attending all fundraising events, cultivating donors, and making a personal contribution; soliciting contributions from all Board Members

Organizational Leadership: provides vision and guidance to all stakeholders, functions as primary liaison between all committees (finance, development, events, scholarship awards selection, Chariho Community Educational Project Awards), and works collaboratively with a corps of dedicated volunteers.

- Priority setting and creating standard operating procedures for all committees in collaboration with the board
- Modeling accountability for quality and timeliness of work and reliability in achieving excellent results
- Recruiting, maintaining, managing, developing, and sustaining volunteer staff as well as a diverse population of students, teachers, and community partners
- Understanding and working effectively in the social, political, and economic context in which Community 2000 exists
- Event/project managing: monitors by adopting, modifying, or eliminating events/projects based on the best available evidence

Finance and Fund Development: Establish effective financial management processes using sound business and monetary judgment, including raising funds, protecting assets, and providing financial oversight.

- Utilizing their experience in all aspects of fund-raising (annual funds, planned giving, grants, fund-raising events) to increase financial support for current & future projects and scholarships and to expand the donor base
- Managing finances (including grant management) with the board and finance committee to establish a budget process and ensure the organization is fiscally sound and sustainable
- Promoting the needs of the organization to current and potential funders

Board Engagement and Collaboration: working collaboratively with the board to implement strategic priorities

- Developing a "can-do" organization
- Communicating clearly and regularly with the board and volunteer staff about changes that may affect them

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- Preparing materials for board meetings
- Promoting teamwork among all players
- Recognizing achievements through formal and informal methods
- Speaking in consultation with the board when a controversy or crisis arises

Qualifications:

- An entrepreneurial spirit: will find a way while aware of constraints
- Demonstrates creativity in raising revenues and managing costs
- Significant senior-level leadership in growing an organization, including working with boards of directors
- Ability to manage volunteer staff to get things done
- Knowledge of office management systems and procedures
- Communicates openly and directly, both verbally and in writing; strong presentation skills
- Strong organizational skills with the ability to multi-task
- Excellent computer skills in MS Office (Excel, Word)
- Applies effective techniques under challenging situations
- Empowers others to take ownership in decision-making and problem-solving
- Working knowledge of QuickBooks and Constant Contact (desirable)
- Competence in grant writing (desirable)

Education:

Bachelor’s degree or equivalent in development, management, or administration or a related major is required; an advanced degree or coursework in a related field is desirable

Working Expectations and Compensation

- Flexible work hours, approximately 20-25 weekly (will vary depending upon events and meetings)
- Remote workplace, all documents to be stored via a cloud-based program, no office space available
- Computer, printer, and scanner (required software will be provided)
- No benefits included with the position
- Salary range \$30k to \$40k annually

How to apply

Go to <https://community2000.org/ed-search.html> to complete an application form and submit your resume and cover letter that clearly demonstrates how your skills, experiences, and knowledge match the responsibilities and qualifications.

Priority is given to those applications received by Wednesday, March 15, 2023. The post will remain open until the position is filled.

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