



**impact**

**SILVER SPRING**

# Executive Director

CANDIDATE PACK

MAY 2023

# IMPACT SILVER SPRING

## EXECUTIVE DIRECTOR

### EXECUTIVE SUMMARY

Impact Silver Spring is a human-centered network tackling root causes of racial and economic disparities.

At IMPACT, we offer a wide range of events and programs, ranging from potlucks and block parties to classes and workshops, where residents can meet, learn, and build community. From youth attending our sports programs to parents who are looking for ways to improve their family's well-being, our programs are built to foster a strong, resilient community and build leaders with the tools to make lasting, systemic change in our community.

The Executive Director is a critical role and serves as the chief executive officer of IMPACT Silver Spring under the direction of its officers and Board. The Executive Director is responsible for the effective conduct of the affairs of the organization and facilitates the formulation of the organization's mission, goals, and objectives.

This role will be performed from the IMPACT headquarters in Silver Spring, Maryland. IMPACT is being assisted in this appointment by the executive search firm Scott & Crosby Staffing, Inc. If you would be interested in learning more about this position, please contact Maria Castillo at [mcastillo@scstaffinginc.com](mailto:mcastillo@scstaffinginc.com).

Applications for this position should consist of a resume, accompanied by a brief cover letter addressing the criteria in the Person Specification section below. These can be uploaded [here](#). The deadline for receipt of applications is midday on Friday, May 26, 2023.

### OUR MISSION

To advance racial equity, justice, and liberation by working for change in individuals, communities, organizations, and systems.

### OUR VALUES

We relate to each other from a place of love and trust.

We are human beings first and foremost.

We build mutually empowered relationships to create real change.

### OUR HISTORY

IMPACT Silver Spring was founded in 1999 during the revitalization of downtown Silver Spring as it transitioned from a mostly white suburb into an extremely diverse urban area. IMPACT was founded by a group of activist residents led by Frankie Blackburn who wanted to ensure that racially, culturally, and socio-economically diverse interests and voices were included in the redevelopment process.

After years of deep community work, our mission has evolved to focus more explicitly on revealing and dismantling racial inequity and lack of economic opportunity -- root causes of community disintegration. During this time, IMPACT has explored different approaches to grassroots community-building including leadership trainings, place-based organizing, door-knocking, and network-building. We know that the complex social problems we're tackling require experimentation, innovation, and emergence (the ability to learn what works in practice, be agile, and change as needed).

Today, IMPACT's focus is on building a racially and economically equitable Montgomery County. We believe this requires transformation that starts with the individual and interpersonal, and cycles up to neighborhood and systems-level transformation.

# ABOUT IMPACT

Since 1999, IMPACT Silver Spring has worked to strengthen communities in greater Silver Spring, Maryland. IMPACT's mission is to advance racial equity, justice, and liberation by working for change in individuals, communities, organizations, and systems. With over two decades of deep community work, our mission has evolved to focus on identifying and dismantling the root causes of racial inequity and lack of economic opportunity. Program areas include:

- **Racial Equity** – Effectively employing educational tools, conflict resolution techniques, a practice of personal transformation, and critical thinking skills to push back against the forces of historical racism and support personal as well as collective healing practices of laboratory transformation.
- **Leadership Development** – Designing and delivering empowerment programs to spark people's innate power to become leaders, and to take actions towards creating more equitable neighborhoods and communities.
- **Youth Development** – Providing sports training, health and wellness resources and civic enrichment programs to foster youth development.
- **Community Development** – Facilitating the establishment of human-centered spaces to help diverse people connect and build relationships and respect across lines of difference.
- **Economic Development** – Helping to build stronger economic, and interpersonal growth



## EXECUTIVE SEARCH COMMITTEE

**Nanette Alvey**

BOARD PRESIDENT

**Jenny Hoffpauir**

BOARD VICE-PRESIDENT

**Keren Cabral**

NETWORK BUILDER / DEVELOPMENT & SPECIAL PROJECTS

**Paul Purnell**

BOARD MEMBER

**Daniel Centeno**

IMPACT SPORTS MANAGER / NETWORK BUILDER

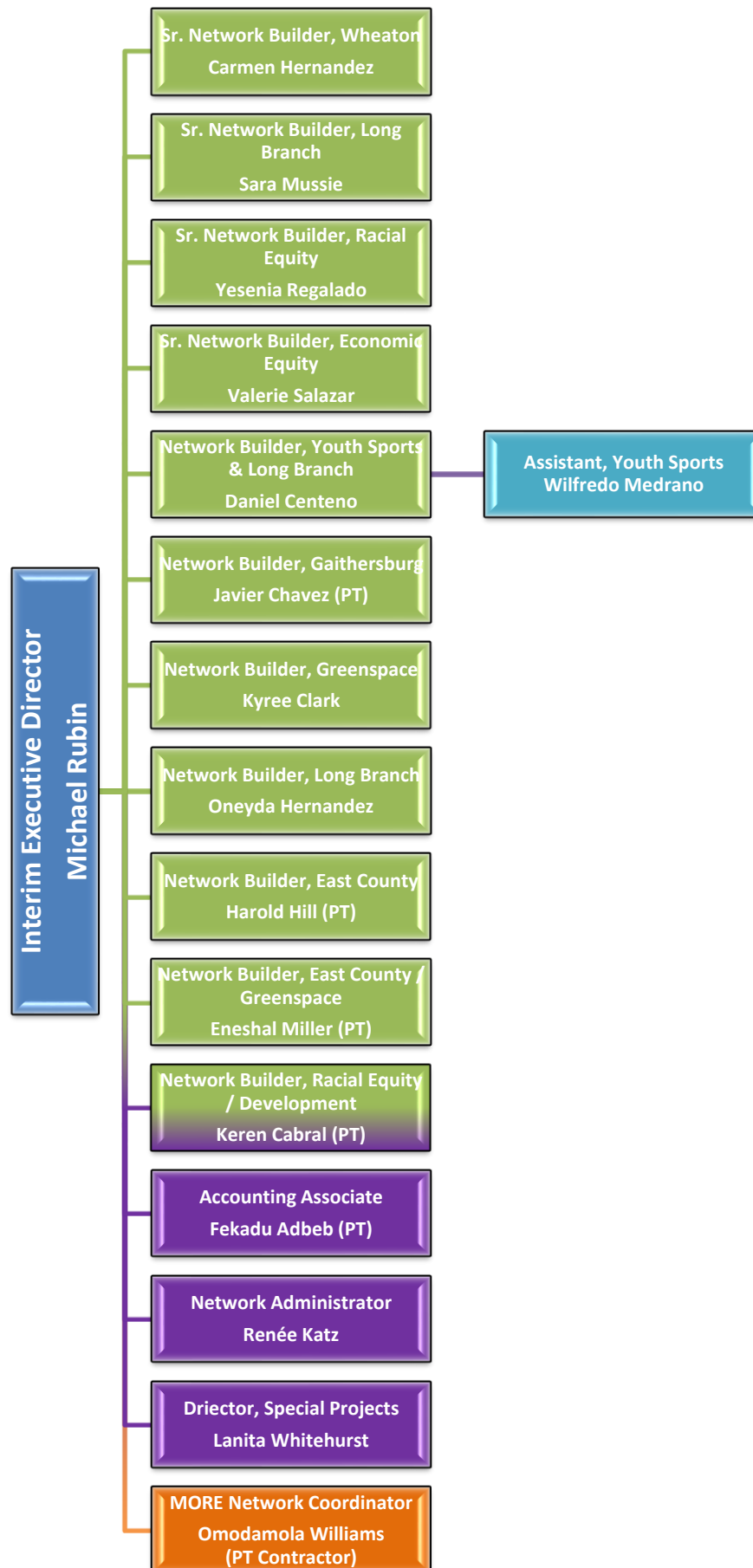
**Valerie Salazar**

SENIOR NETWORK BUILDER, ECONOMIC EQUITY

**Harold Hill**

NETWORK BUILDER

# IMPACT Silver Spring Org Chart FY23-24



# ROLE DESCRIPTION

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The Executive Director serves as the chief executive officer of IMPACT Silver Spring under the direction of its officers and Board. We are seeking a candidate to join our team who will prioritize working on the internal structures and culture of our organization. The ideal candidate will have a background in organizational development, change management, and operations. The candidate will also be responsible for developing and implementing policies and procedures and creating a positive work environment that promotes diversity, equity, and inclusion. The successful candidate will be an excellent communicator, able to work collaboratively with all levels of the organization and have a proven track record of driving change in complex organizations.

The ED will lead an organization in the transition to shared leadership. S/He/They will work to elevate professional growth for staff in areas and develop technical, leadership, and effective communication skills for all staff. The ED will focus on alignment of programs with the mission and strategy of IMPACT, and coordinating with staff on setting specific goals for the future. Collaboration with staff is the keystone for the position.

## GENERAL RESPONSIBILITIES

**Operations: Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate.**

- Responsible for the hiring and retention of competent, qualified staff.
- Establishing employment and administrative policies and procedures for all functions and for the day-to-day operation of the organization
- Build an effective team of leaders by providing guidance and coaching to subordinate managers
- Responsible effective administration of IMPACT Silver Spring operations.
- Responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of the organization.

**Mission and Strategy: Works with board and staff to ensure that the mission is fulfilled through programs, strategic planning, and community outreach.**

- Responsible for the implementation of IMPACT Silver Spring's programs that carry out the organization's mission.
- Responsible for strategic planning to ensure that IMPACT Silver Spring can successfully fulfill its Mission into the future.
- Responsible for the enhancement of IMPACT Silver Spring's image by being active and visible in the community and by working closely with other professional, civic, and private organizations.

**Board Governance: Works with the board in order to fulfill the organization's mission.**

- Responsible for leading IMPACT Silver Spring in a manner that supports and guides the organization's mission as defined by the Board of Directors.
- Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.

**Financial Performance and Viability: Develops resources sufficient to ensure the financial health of the organization.**

- Responsible for fundraising and developing other revenues necessary to support IMPACT Silver Spring's mission.
- Responsible for IMPACT Silver Spring's fiscal integrity, including submission to the Board of a proposed annual budget and monthly financial statements, which accurately reflect the organization's financial condition.
- Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.

## QUALIFICATIONS

- In-depth understanding of systemic injustice is strongly preferred, including systemic racism and issues affecting Black, Indigenous, and People of Color (BIPOC) as well as immigrant populations
- High level of organizational and political sophistication, especially as it relates to connecting programs to funding, creatively generating other resources, and building collaborative and strategic partnerships
- Understand, maintain, and facilitate collective knowledge of the communities IMPACT serves and identify changes and new priorities
- Co-create organizational standards such as routine performance evaluations, work handbooks, and contract monitoring programmatic metrics to evaluate & bolster overall Team Effectiveness
- Strong interpersonal abilities, with a willingness to resolve conflicts, and work with diverse people
- Staff development skills, to encourage and facilitate staff professional growth and leadership potential
- Adaptable to change both with planning and crisis management
- Bilingual/Multilingual communication skills in addition to fluency in English
- Practice budgetary transparency and regular coordination with Network Builders so that adequate funds are available to permit the organization to carry out its work

# APPOINTMENT DETAILS & HOW TO APPLY

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IMPACT Silver Spring is being assisted in this appointment process by the executive search firm Scott & Crosby Staffing, Inc.

Applications should consist of:

1. a concise covering letter (ideally no longer than two pages), addressing the criteria in the Person Specification;
2. an up-to-date curriculum vitae;
3. names and contact details of three referees (although referees will only be approached at the final stage of the process, and only with your express permission).

The deadline for receipt of applications is midday on Friday, May 26, 2023.

Shortlisted candidates will be invited to interview with IMPACT Silver Spring in June 2023.

An appointment will be made subject to receipt of satisfactory references. The appointed candidate will be offered a salary that is commensurate with their experience and the seniority of their new role.

The salary range for this position is USD \$90,000 – \$100,000; there is also paid time off, health insurance, vision and dental insurance, life insurance, FSA and commuter benefits, 401k and hybrid working, among other benefits.

IMPACT Silver Spring is committed to building a diverse, unbiased, and inclusive workforce. IMPACT Silver Spring is an equal opportunity employer; we recruit, hire, train, promote, develop, and provide other conditions of employment without regard to a person's gender identity or expression, sexual orientation, race, religion, age, national origin, disability, marital status, pregnancy status, veteran status, genetic information, or any other differences consistent with applicable laws. This includes providing reasonable accommodation for disabilities, or religious beliefs and practices. Members of communities historically underrepresented are encouraged to apply.

If you have a disability of some kind and are interested in applying for employment and need special accommodations to use our website to apply for a position, please contact Human Resources by emailing [inclusion@scstaffinginc.com](mailto:inclusion@scstaffinginc.com)

# FOR INQUIRIES, CONTACT US.



**[www.scstaffinginc.com](http://www.scstaffinginc.com)**



**[bdesousa@scstaffinginc.com](mailto:bdesousa@scstaffinginc.com)**



**202.500.7490**

