



Center for New Words (CNW)

CNW is seeking an extraordinary Executive Director

The Board and Staff are thrilled to begin this new chapter in New Words' history. Could it be you or someone you know? Please help us find the perfect person to take CNW to the next level!

ABOUT THE CENTER FOR NEW WORDS:

The Center for New Words (CNW) is a vibrant, highly regarded nonprofit that draws feminist authors, activists, and audiences into conversation. In support of its mission to promote new perspectives that empower women to be equal participants in society, CNW offers a suite of programs ranging from literacy workshops to internet forums, from open mics to readings by established and emerging feminist authors. Every spring, CNW runs "Women, Action, & the Media" (WAM!), an international conference for activists, journalists, bloggers, and everyone aspiring to bring new words to the global narrative. The Center for New Words is a 501c3 nonprofit located in Cambridge, Massachusetts. It was established in 2002 by the founders of the pioneering New Words Bookstore (1974 to 2002). CNW's current annual budget is about \$250,000.

POSITION SUMMARY:

The Executive Director will be a dynamic leader and highly successful fundraiser even in a challenging economy. Initially, the Executive Director's focus will be to leverage CNW's vision, thriving programs, and diverse constituencies to attract significant funding from new donors, grants, foundations, and endowments. As an innovative and strategic thinker, the Executive Director will nurture current CNW strengths and successes while identifying and capitalizing on new opportunities. The Executive Director will define and execute strategic operating plans, and ensure the organization's programmatic success, philanthropic support and fiscal stability. The popularity and success of the current portfolio of branded programs opens avenues for continued growth and development, further development of the long-range vision, and renewed strategic planning.

The Executive Director will report to the Board of Directors and supervise the Program Director, Events Coordinator, and administrative staff. The ideal candidate will be a seasoned professional with a proven track record of three to five years successfully leading/managing a nonprofit or business of similar size, complexity, and trajectory; or an up-and-comer with significant fundraising accomplishments and three or more years of direct experience doing comparable work.

The position is located in the Cambridge, Massachusetts offices of the Center for New Words.

RESPONSIBILITIES:

- Build and maintain significant long-term fundraising relationships with existing and potential donors, grantors, and foundations
- Analyze risk and balance time-cost ratios to focus on the most appropriate fundraising activities with the highest chance of success. Manage income and expenditure against budgets and targets
- Promote and grow programs, community reach, co-sponsorships, and collaborations at the local, national, and international level
- Supervise day-to-day operations and staff in an effective, flexible, collaborative, non-hierarchical style that supports recruitment and retention of employees and volunteers

- Work closely with the Board of Directors to track fiscal health, and plan and implement strategies adapted to the evolving needs of diverse constituents and stakeholders

POSITION REQUIREMENTS:

- Proven history and continued interest in raising significant funds for arts, cultural, or educational causes
- Track record of attracting and cultivating new donors, grants, endowments, and long term giving
- Interest in and proven capacity for sustaining existing constituents and cultivating new stakeholders
- Past participation and leadership in a progressive or social justice movement, with a passion for empowering women and promoting communication across cultural, racial, generational, technological and other divides
- Superior communication and management skills, with a particular dedication to transparency and responsiveness
- Humor, creativity, curiosity, energy, compassion and the ability to motivate others to achieve their personal best
- Interest in future trends in media and technology, live and archival spaces, and physical and virtual event venues is desirable

SALARY AND BENEFITS:

Competitive salary commensurate with experience. Excellent benefits.

TO APPLY:

Applications should be sent to maya@centerfornewwords.org and will be reviewed as received; interviews will be arranged as appropriate candidates are identified.

To be considered complete, applications must include a cover letter describing your interest and qualifications, your resume (in Word format), your salary history, and where you learned of the position.

In order to expedite the internal sorting and reviewing process, please write your name (i.e., Smith, Jane) as the only contents in the subject line of your e-mail.

Additional information about Center for New Words may be found at www.centerfornewwords.org

Center for New Words is committed to recruiting a diverse staff; individuals from all backgrounds are strongly encouraged to apply.