

Somerville Community Agency Network Call for applicants

The Somerville Community Agencies Network (SomervilleCAN) seeks Qualified Applicants to establish and launch the inaugural role of an Executive Director for SomervilleCAN. The selected applicant, as an independent consultant, will support the success of Somerville's nonprofit organizations through a pilot formalized nonprofit network.

There is an approximate \$50,000 budget available to fund the position through June 30, 2024 with an anticipated start date of November 1, 2023. Health insurance and other benefits are not included as this is a contract position. It is anticipated that the scope of work will be accomplished in 25-30 hours per week during an 8 month period.

SomervilleCAN, formed in 2015 is a collective of nonprofit organizations located in and/or serving people in Somerville. We collaborate to foster an increased awareness of our community impact through our member organizations, fundraising, educational opportunities for members, improve and facilitate relations with City government, and shared resources and services. Over 30 Somerville nonprofit organizations participated in one or more of the network activities. SomervilleCAN is committed to strengthening the role that nonprofits play in contributing to the health of the Somerville community. SomervilleCAN recognizes the importance of collaboration among Somerville nonprofits to be successful.

Our goal is to increase cohesion in the nonprofit community, focus collective activity and voice, and be inclusive and welcoming of the full range of Somerville and Somerville-serving nonprofit organizations.

SomervilleCAN seeks an experienced leader to work with the membership to define, prioritize, implement, and assess activities that support the collective interests of the membership.

Through the City of Somerville ARPA funding, SomervilleCAN received funding to support the early phases of creating a more formalized nonprofit network by hiring this inaugural consultant. Key themes that emerged as part of this discussion included the shared goals that SomervilleCAN would:

- Be a vehicle for sharing resources and building organizational capacity of Somerville nonprofit organizations;
- Improve services with coordination;
- Promote common agendas, professional staff and board development;
- Create and be a catalyst for informed innovation;
- Identify potential shared services such as professional development, human resources, fundraising, office support.

It is evident that for the coalition to grow and fulfill its potential as an effective voice and resource for the sector, and to be an effective partner with other sectors to improve the quality of life in Somerville, it must focus on building its own organizational capacity. Some of the key

actions and activities that were identified to build greater organizational strength and sustainability for SomervilleCAN include:

- Create and solidify organizational infrastructure and operating practices; including clearly stated member expectations and responsibilities;
- Develop and implement a strategic and tactical plan, with short- and long-term goals;
- Secure funding to maintain staff leadership.

PURPOSE & SCOPE:

SomervilleCAN seeks its first ever Consultant to play an essential role in the continuing formalization and operation of the network. It is anticipated the Consultant will work up to 30 hours weekly with a flexible schedule and reports to the SomervilleCAN Steering Committee. This will include remote and in-person work.

DUTIES AND RESPONSIBILITIES:

Organizational Development

- Build the foundation of an enduring organization in collaboration with the SomervilleCAN members, including formalization of the organization and long term resource development
- Initiate a planning process that will guide SomervilleCAN's activities over a multi-year period, and develop and implement systems to track organizational goals.
- Create and maintain communications infrastructure including website, marketing materials, and monthly newsletter.
- Fundraising and event management with a goal of long term sustainability.

Advocacy & Collaboration

- Support collaboration efforts with multi-sector partners to advance the mission
- Support specific SomervilleCAN advocacy efforts with the City of Somerville and other decision making organizations
- Serve as a point of contact to member and potential member organizations

Administrative Support

- Provide administrative support to the SomervilleCAN including but not limited to: scheduling meetings of SomervilleCAN leadership and other committees (TBD), creating meeting agendas and action lists, assisting with special events, maintaining minutes, communicating the work of SomervilleCAN to its members and the community
- Conduct research on topics to further the work of SomervilleCAN
- Create and maintain database of services and resources offered by SomervilleCAN members

Competencies & Qualifications

- Independent and flexible self-starter with ability to manage own workload autonomously

- Excellent relationship management and interpersonal skills
- Experience with advocacy, organizing and building effective collaboration
- Detail oriented with excellent written and oral communication skills
- Ability to build and manage effective internal operations
- Experience with strategic planning processes
- High level of proficiency with office technology
- Knowledge of and experience working in the nonprofit sector
- Fundraising and grant writing experience a plus
- Familiarity with Somerville community a plus

Bachelor's degree or equivalent and at least 5 years professional experience required

HOW TO APPLY

With an application deadline of October 1, 2023, interested candidates should submit a cover letter, resume and 3 references to:

Colleen Morrissey
Director of Operations and Community Support
Somerville-Cambridge Elder Services
61 Medford Street, Somerville, MA 02143-3429
Colleen.Morrissey@eldercare.org