



About Crayons to Computers

Crayons to Computers was founded in 1997 and today partners with more than 12,000 teachers from 600 Preschool through Grade 12 schools in 16 counties throughout Ohio, Northern Kentucky, and Indiana. Through our Teacher Free Store, Mobile Outreach, Preschool and Craft with Conviction Programs and other supporting programs, we are driven to bridge the gap for families and schools who do not have the financial ability to provide school supplies to students. Since our inception, we have distributed over \$150 million worth of school supplies to disadvantaged students in our region. As an organization, we are committed to a strategic plan that encompasses a steadfast commitment to our mission and a focus on the long-term sustainability and capacity of Crayons to Computer to help reduce childhood poverty throughout our region. Our overarching goal is to provide the most needed classroom supplies at the right time and in the necessary amounts.

Overview

The President/CEO reports directly to the Board of Trustees and has the responsibility to establish and implement agency strategy to ensure that Crayons to Computers remains operationally sound, staying on course with the mission, and setting the tone and culture for the staff, volunteers, funders, as well as our external partners. He/she is responsible for the successful leadership and management of Crayons to Computers according to the strategic direction established by the Board of Trustees. The President/CEO will provide visionary, strategic, and innovative leadership consistent with the achievement of Crayons to Computer's Strategic Plan. Mission and fundraising must be a top priority for the President/CEO. He/she will grow the organization strategically – take it to the next level -- and engage key stakeholders to achieve greater results. In addition, the President/CEO provides oversight of all agency functions, supervises and develops staff (14 FTE and two future staff), manages \$1.5M in operational revenue and \$12M in in-kind/product donations received.

Essential Functions

Community/Leadership

1. Serve as the “face” for Crayons to Computers with funders, stakeholders, and with community leaders. Ensure that Crayons to Computers has a seat at the table and is aware of local and national initiatives regarding education, poverty, and social services.
2. Create and cultivate connections with other nonprofit leaders who have an interest in Crayons to Computers' mission.
3. Recruit, hire, evaluate, coach/mentor, hold accountable, and develop all direct reports.
4. Serve as staff liaison for all Board of Trustee functions and ensure that members have an opportunity to provide a meaningful contribution of time, talent, and treasure.
5. Collaborate with Board of Trustees for governance policies and ensure their implementation.
6. Create/review/implement the strategic plan for mission-delivery and adjust based on changing priorities at Crayons to Computers with approval from the Board of Trustees.

Operations/Finance

1. Collaborate with the Director of Finance/HR to ensure a balanced budget, proper operational policies and procedures, and compliance to said policies and procedures. Evaluate budgetary needs of Crayons to Computers and connect these needs to the various departments so they have the proper resources to succeed.



2. Collaborate with the Director of Operations to ensure all retail functions are aligned with revenue and mission goals.
3. Operate within the confines of the annual operating budget.

Philanthropy/Fundraising/Communications/Marketing

1. Create a culture of philanthropy where Board of Trustees and staff understand the importance of connecting people with charitable resources to Crayons to Computers' mission. Provide training.
2. Increase annual revenue consistent with growth through fundraising.
3. Strategically manage the endowment.
4. Identify, cultivate, steward, and request funds from major gift donors and prospective donors.
5. Collaborate with the Director of Marketing & Communication for all agency functions and to amplify critical messages, share outcomes, promote social media, and position the agency.

Position Requirements/Experience

1. Minimum degree – Bachelor's in Nonprofit Management, Marketing, Communication, or related degree.
2. Proven track record of results and solid knowledge of the nonprofit sector, fundraising, operations, and staff development.
3. 7-10 years or more experience managing, leading, and directing the activities of a nonprofit organization and its team. Will consider candidates who served as a department head of a nonprofit where they had team leadership responsibility.
4. Experience and success in nonprofit fundraising.
5. Public speaking experience.
6. Excellent written and oral communication skills.
7. Skilled at developing and maintaining strong relationships.
8. Operational experience in retail or distribution management preferred, but not necessary.

Address: 1350 Tennessee Avenue | Cincinnati, OH 45229

Website: www.crayons2computers.org | Financial information available on GuideStar

Timeline & Recruitment Process

7/1/2017 – 7/21/2017	Recruitment of potential candidates for President/CEO.
7/1/2017 – 7/26/2017	<i>Phase I:</i> Phone, Facetime or face-to-face first interview with Anne Maxfield of Anne M. Maxfield, LLC, who is conducting the search.
8/2/2017	<i>Phase II:</i> Top candidate live interviews with Executive Committee/Search Team and Crayons leadership team/senior staff.
8/11/2017	<i>Phase III:</i> Top Candidate(s) meet with Board of Trustees for a presentation (candidate will pitch and sell their current mission). Meet with Crayons leadership team.
8/11/2017 – 8/17/2017	Reference check, background check, drug test, letter of offer, establish hire date.
~10/2/2017	Onboard as the new President/CEO for Crayons to Computers.



President/CEO
Status: Full-time/Salaried

Note: The recruitment process, position description, dates and processes may be adjusted as needed. Top candidates may be asked to take a trio of assessments – DiSC. DiSC is a personal assessment tool used to learn about work productivity, teamwork, and communication.

Cover Letter & Resume Submission Instructions
All candidates' interest and submission will be held in confidence

Qualified candidates should submit their cover letter and resume (**Microsoft Word document only**) to Anne M. Maxfield at amaxfield@fuse.net. ALL candidate cover letters and resumes will be carefully reviewed and each will receive confirmation from Anne Maxfield that their information was received/reviewed. Only those candidates who will be invited to Phase I interviews will receive a second communication.

Thank you for your interest in growing Crayons to Computers' vital mission.