

**Trinity Boston Foundation  
Position Announcement  
Executive Director**

Trinity Boston Foundation (TBF), a respected social justice nonprofit, is seeking a new Executive Director. TBF was born out of the mission of Trinity Church in the City of Boston. We believe that Boston's future cannot be changed without addressing systemic racism and high levels of trauma and toxic stress through programmatic interventions. Our programs create safe and supportive communities that inspire youth to express their voice, develop their leadership, and achieve their goals.

**The Organization**

We work with youth ages 9-21 from Brighton, Charlestown, Chelsea, Dorchester, East Boston, Fenway, Hyde Park, Roxbury, Mattapan, Jamaica Plain and the South End who are impacted by the trauma of systemic racism and poverty. They are at risk of not graduating high school and need increased community attachment. Our programs respect individuals of all faith traditions, including those with no faith tradition.

Research shows that social emotional learning skills increase mental and physical health, academic success, positive relationships, and meaningful contributions to society. TBF helps to develop these skills through three programs: Trinity@McCormack, Trinity Education for Excellence Programs (TEEP) and Sole Train: Boston Runs Together, providing direct services to over 600 youth and families.

To truly change the odds, the communities in which our youth live, learn, and develop must also change. Rather than only training 600 young people to navigate the environments that hold them back, we partner with Boston youth-serving organizations to effect enduring change in the systems and organizations that impact an additional 15,000 youth through our Organizational Equity Practice and Trinity Boston Counseling Center.

Three essential community practices form the foundation of our work: trauma-informed care, restorative justice, and racial equity. Together these practices support the growth and development of individual youth, create safe and supportive communities, and help dismantle racist policies and practices that are embedded within all our systems. As a learning organization, we develop and share best practices. We learn from other organizations by creating space for community dialogue, by maintaining accountability in the journey toward racial equity, by training staff and volunteers, and by fostering partnerships and sharing effective practices with other youth-serving organizations.

The Foundation has a staff of 30 and an annual budget of \$3 million comprising grants from foundations and corporations (1/3); charitable contributions from individuals (1/3); and Trinity Church grants designated for social justice work, contracts, and events (1/3). In-kind support is provided by the church in the form of office and program space and administrative and financial services. The Foundation is governed by a 24-member Board of Directors. Generous volunteers give their time as mentors and ambassadors in the community. **To learn more about Trinity Boston Foundation, please visit [www.trinityinspires.org](http://www.trinityinspires.org).**

**The Position**

The Executive Director (ED) ensures effective implementation of the Foundation's strategic and financial priorities and holds overall responsibility for its staff, programs, and growth. The ED works collaboratively with the Board, staff, Trinity Church leadership, and community partners to achieve its mission. The ED's performance is reviewed annually by the Board and the Rector of Trinity Church.

**Responsibilities**

Strategic Vision and Leadership

- Collaborate with Board, staff, Trinity Church leadership, and multiple internal and external stakeholders to develop, refine, implement and evaluate strategic and operational plans;
- Effectively communicate goals and outcomes and successes to the Board, funders, and other constituents and stakeholders;

- Continue to recruit and maintain a diverse, highly-engaged, well-informed and inclusive Board that is representative of the community, aligned with the three essential community practices, and willing to leverage and secure resources;
- Actively engage and energize staff, Foundation volunteers, Board members, event committees, partner organizations, and funders;
- Deepen and strengthen the relationship and connection between Trinity Church and the Foundation. Serve on Trinity Church senior leadership team and attend monthly Vestry meetings;
- Lead, coach, develop and retain a diverse, high-performing staff leadership team;
- Be the chief carrier of the culture of trust and community cohesion;
- Deepen and refine all aspects of communications with the goal of creating a stronger brand.

#### **Development and Marketing**

- Lead the coordination and management of fundraising, capital campaigns and/or endowment funds;
- Identify and cultivate potential new markets, partnerships and development opportunities with foundations, government, corporations, and other nonprofits;
- Work with current donors;
- Establish strong working relationships with community leaders and relevant external organizations;
- Help develop equitable fundraising practices that can serve as a model for other nonprofit organizations.

#### **Operations and Finance**

- Oversee the financial health of the Foundation including setting financial priorities, developing long and short-range financial plans, and preparing and managing the annual operating budget;
- Ensure the delivery of high-quality services and programs while managing for current and future growth;
- Facilitate cross-departmental collaboration and strengthen internal staff communication;
- Create and promote a positive multicultural work environment with a strong commitment to diversity and racial equity;
- Maintain compliance with all applicable laws and regulations.

#### **Qualifications Desired**

- Experience helping youth of color succeed through social and emotional learning and building resilience in recovery from trauma;
- Knowledge of and experience with social emotional learning skills and community practices of racial equity, restorative justice and trauma-informed care. Passion for and willingness to collaborate with existing efforts in this regard;
- Ability to build and maintain a cohesive team and provide strategic direction and vision for a diverse staff and program portfolio;
- Demonstrated successful leadership in social justice work including dismantling systemic racism in organizations and systems;
- Inspiring, politically astute leadership and strategic thinking informed by a racial equity lens;
- Ability to persuade, negotiate, achieve consensus, and build coalitions with a variety of internal and external stakeholders;
- Significant experience with board development, fundraising, marketing/branding, and fiscal management in the nonprofit sector;
- Well-developed written, verbal, and presentation communication skills;
- Financial savvy with solid general management skills including ability to set clear priorities, delegate, guide investment in people and systems, and achieve desired outcomes;
- Significant professional experience in a senior leadership role.

Trinity Boston Foundation is an equal opportunity employer and is committed to building a culturally diverse, equitable, and inclusive team. We strongly encourage applications from a wide range of backgrounds.

**To apply in confidence:** Please send resume and cover letter to Susan Egmont, Egmont Associates, at [segmont@egmontassociates.com](mailto:segmont@egmontassociates.com).