

Executive Director

Durham Middlefield Youth and Family Services, Inc.

The Board of Directors of Durham Middlefield Youth & Family Services, Inc. (DMYFS, “the agency”) is seeking a dynamic and innovative professional to lead the highly-respected youth and family services bureau that has served the Durham, Middlefield, and Rockfall communities for more than 25 years. DMYFS is headquartered in scenic Middlefield, CT.

The agency’s employees develop engaging programs, both on a stand-alone basis and collaboratively with other community organizations, that offer opportunities for our young citizens to explore their imagination and be creative, building critical skills around self-worth and leadership. DMYFS also creates informative and enriching programs for adults, while providing the valuable resources and assets they require to enhance their family’s lives.

DMYFS offers after school and summer programs, first-time juvenile offender programs and services, access to our referral network for individual and group counseling for youth and their families, holiday gifting programs and many other services. The agency oversees the Durham Middlefield Local Wellness Coalition that focuses on alcohol and drug prevention programming for our communities.

We are looking for an experienced full-time Executive Director who can enhance our mission through their expertise in collaborating with our Board of Directors, as well as federal, state and local officials. Qualified candidates must demonstrate proven results with grant writing and fundraising – our largest fundraiser of the year is the Apple Crisp booth at the Durham Fair.

Mission: The mission of Durham Middlefield Youth & Family Services is to provide programs and resources to empower children and families to make positive choices for a healthy community.

Collaborations: DMYFS collaborates with numerous entities, most notably Regional School District 13 (RSD13), various Durham Fair Committees, elected town officials, local businesses, civic organizations, court services, The Connecticut Youth Services Association, health professionals, legislators, parent groups, other youth and family service agencies, religious communities, law enforcement officials, local and state agencies and many others.

Funding: Financial support for this non-profit, 501(c)(3), agency is provided by the towns of Durham and Middlefield, state and federal grants, individual and corporate donations, proceeds from fundraising events and private foundations.

Summary Job Description: Reporting directly to the Executive Committee of the DMYFS Board, the Executive Director’s primary responsibilities include:

- Overall management of the agency
- Direction and supervision of all staff

- Accountability for budgetary and programmatic results
- Collaboration with Regional District 13, the Durham Fair, and other key constituencies
- Fundraising
- Identification and pursuit of applicable grant opportunities
- Staff and resource development
- Research and assessment
- Advocacy
- Professional representation of agency to all clients, government and community constituents

Qualifications: The ideal candidate will meet the following profile:

- An enthusiastic, compassionate and experienced leader with a demonstrated commitment to social service and advocacy on behalf of children and families
- A Master's Degree is preferred, though equivalent experience in social work, public health, or related field qualifies
- Demonstrated effective leadership of an organization, especially in the nonprofit sector and/or related to education, prevention, youth empowerment and community organizing
- Effective, proven experience with nonprofit board development, grant writing and fundraising
- A dynamic problem solver who exhibits flexibility and collaboration, and is also willing to delegate, as necessary
- Understanding/experience with budgeting practices and financial statements
- A dynamic public liaison and partnership builder
- Additional desired candidate qualities include: the ability to balance multiple priorities; excellent oral and written communication skills including presentation expertise; computer literacy particularly with Microsoft Outlook, Excel, Word and PowerPoint; personal organization.
- The successful candidate will be available for periodic community interaction on weekends and weeknights and will pass appropriate fingerprint and background checks.

Salary range is \$60-70K, commensurate with qualifications.

Qualified candidates should submit their resume, references, and cover letter by April 30, 2022.

Via email: jobs@dmyfs.org

Via mail to:

Durham Middlefield Youth and Family Services
 Attn: Personnel Committee
 405 Main Street, #11
 Middlefield, CT 06455

Durham Middlefield Youth and Family Services, Inc. is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We offer equal opportunity to all applicants for employment and to all employees regardless of gender, age, race, color, religious creed, sexual orientation, national origin, ancestry, marital status or disability.