

Ferguson Road Initiative Job Description

Position: **Executive Director--Comprehensive**

General Summary: The Executive Director serves as the chief executive officer, lead fundraiser, and primary ambassador of the Ferguson Road Initiative (FRI). Reporting directly to the Board of Directors. The Executive Director provides visionary leadership and strategic direction to advance FRI's mission of building a stronger, more vibrant Far East Dallas.

The Executive Director's highest priority is securing the philanthropic, corporate, foundation, and community investments necessary to sustain and grow FRI's impact. As the organization's chief development officer, the Executive Director is expected to spend a significant portion of their time cultivating donor relationships, soliciting major gifts, securing grants and sponsorships, developing strategic partnerships, and expanding revenue opportunities.

Success in this role will be measured first and foremost by fundraising performance, revenue growth, donor engagement, and the organization's long-term financial sustainability.

Working closely with the Board of Directors, Advisory Council, staff, volunteers, and community partners, the Executive Director will lead organizational strategy, oversee operations, strengthen community partnerships, and champion initiatives that enhance quality of life throughout Far East Dallas.

The ideal candidate is a highly skilled fundraiser and relationship builder who combines entrepreneurial energy with strategic leadership and a deep commitment to community development. This individual will inspire confidence among donors, stakeholders, and community leaders while cultivating a culture of philanthropy throughout the organization.

Location: Far East Dallas

Reports to: Board of Directors

Salary: \$80,000 TO \$110,000

Application: Send cover letter, resume, and salary requirement to communityconnection@fergusonroad.org. **No phone calls will be accepted.**

Budget Accountability: \$880,000

Executive Director, Ferguson Road Initiative

The Opportunity:

Are you ready to lead meaningful change and leave a lasting legacy in Far East Dallas?

As Executive Director of Ferguson Road Initiative, you'll have the unique opportunity to lead one of Dallas' most respected community-based organizations and play a transformative role in shaping the future of Far East Dallas. You will serve as the catalyst for growth, investment, collaboration, and impact across the community, building meaningful relationships with donors, foundations, corporations, elected leaders, residents, and nonprofit partners who share FRI's vision for a thriving and inclusive community.

This role is more than a leadership position—it's a chance to:

- **Lead Resource Development and Fundraising:** Serve as the chief fundraiser; cultivate, solicit, and steward major donors, foundations, corporations, and public funding partners, while building a culture of philanthropy throughout the organization and Board.
- **Be a Catalyst for Community Transformation:** Guide FRI's vision and strategy, driving initiatives that improve lives and strengthen neighborhoods.
- **Build Powerful Partnerships:** Connect with local nonprofits, faith communities, schools, and businesses to amplify collective impact and foster a spirit of collaboration.
- **Shape Organizational Growth:** Expand and enhance FRI's programs and project coalitions, bringing innovative solutions to complex challenges and ensuring the organization's long-term sustainability.
- **Represent FRI with Purpose:** Serve as the face of the organization, building trust and visibility with stakeholders, donors, and the broader community.
- **Champion Equity and Inclusion:** Ensure FRI's programs and outreach reflect the rich diversity of Far East Dallas, empowering voices that have historically been underrepresented.
- **Inspire and Empower Others:** Lead a passionate team of staff and volunteers, cultivating a culture of excellence, recognition, and shared purpose.

This is an ideal opportunity for a visionary leader who is passionate about community building, eager to take on new challenges, and ready to make a measurable difference. If you're looking for a role where your leadership will directly impact lives and shape the future of an entire community, FRI is the place for you.

Executive Director, Ferguson Road Initiative

Preferred Experience and Qualifications

- Minimum of seven years of progressive nonprofit leadership experience, including staff supervision and organizational management
- Demonstrated success personally securing major gifts, grants, corporate sponsorships, and public funding
- Proven track record managing and growing a fundraising program supporting a budget of at least \$880,000
- Experience creating and implementing fundraising strategies that produce measurable revenue growth
- Strong relationship-building and donor stewardship skills
- Experience working with boards of directors and engaging volunteers in fundraising activities
- Bachelor's degree required; advanced degree preferred
- Strong financial management and budgeting experience
- Excellent written, verbal, and presentation communication skills
- Experience with donor databases and CRM systems; Salesforce experience preferred
- CFRE credential or active involvement in fundraising professional organizations such as AFP is strongly preferred
- Knowledge of community development, neighborhood revitalization, economic development, or place-based initiatives is highly desirable
- Experience working effectively within diverse and multicultural communities

Key Performance Indicators:

Fundraising & Revenue Growth

- Achievement or exceeding annual fundraising goals
- Growth in unrestricted revenue
- Increased major gifts, grants, sponsorships, and multi-year commitments
- Diversification of funding sources

Donor & Partner Engagement

- Growth of active donor pipeline
- Increased donor retention and stewardship outcomes

Executive Director, Ferguson Road Initiative

- Expansion of foundation, corporate, and community partnerships
- Board participation in fundraising activities

Organizational Leadership

- Achievement of strategic plan objectives
- Financial stability and responsible stewardship of organizational resources
- Staff engagement and retention
- Positive community visibility and stakeholder satisfaction donor retention and stewardship outcomes
- Successful engagement of Board members in fundraising activities

Position Specifications:

In addition to fundraising, you will be required to oversee the following activities:

Supervision

1. Provide leadership to the following staff positions:
 - a. Membership/Special Events Administrator (F/T)
 - b. Far East Dallas Public Improvement District (FEDPID) Manager (F/T)
 - c. Director of Finance & Operations (P/T)
 - d. Marketing/Communications Director (P/T)
 - e. Economic Development Director (P/T)
2. Work closely with Communications/Marketing Director to ensure communication platforms reflect FRI mission and vision. These areas include an annual print magazine, monthly digital newsletter, monthly Resource Directory, and ongoing social media posts that relate to promoting, protecting, and informing the community of Far East Dallas.
3. Provide leadership to and strategic direction to the Economic Development Committee and supervise the Economic Development Manager in advancing economic development, neighborhood revitalization, and community development initiatives that support FRI's mission and goals. The Executive Director will serve as a liaison and resource to the Committee, while staff, consultants, and project partners will be responsible for implementation and day-to-day project execution.
4. Develop annual performance goals for all staff positions.
5. Conduct annual performance reviews of all staff.
6. Recommend salary adjustments commensurate with performance ratings annually.
7. Ensure FRI's policies and procedures are understood by staff and are updated and

Executive Director, Ferguson Road Initiative

revised as needed.

Financial Management

8. Develop annual budget with Staff, Finance Committee, and Board input, leading it to full approval process.
9. Engage appropriate accounting, audit and other financial management staff or contractors to ensure compliance both with grants and donor requirements as well as IRS requirements.
10. Maintain official records and documents to comply with State and Federal regulations.
11. Maintain current knowledge of changing trends and requirements in fiscal policy and management issues to ensure annual unqualified audit opinion.
12. File the annual 990 report as required by IRS.

Governance

1. Partner with Board of Directors to ensure all committees are functioning according to their charts of work. Assists Board President in making committee assignments and in recruiting new committee members.
2. Provide support to the Governance Committee in its work to ensure the board is a highly effective team. This includes its work to identify recruit, orient, educate, and engage board members, assess the board as a group and as individual members and assist in preparing the annual slate of officers.
3. Work with Board President to develop agendas for quarterly Board and bi-monthly Executive Committee meetings.
4. Work with the board to recruit and involve Advisory Council members to further the mission of FRI.
5. Ensure FRI's by-laws are reviewed and updated regularly.

Program Development

1. Work with diverse communities to assess community needs in program areas.
2. Support organizations managing and training volunteers for VITA programming.

Executive Director, Ferguson Road Initiative

3. Identify community gaps in services and work to identify agencies that can bring needed services to or partner with existing community organizations, thus strengthening impact.
4. Identify and connect with organizations, schools, faith communities, and nonprofits that provide quality of life services to help maximize positive impact in community.
5. Provide support for short term initiative opportunities that require FRI assistance, i.e. food distribution, reading programs.
6. Provide oversight of special events, i.e. Operation Beautification, Blood Drive, and other special event opportunities.
7. Plan, manage and coordinate with staff to provide semi-annual FRI Community Connection Town Hall events.

Planning

1. Work with Executive Committee, Board, and Staff to create and implement strategic plans to achieve organizational objectives.
2. Monitor progress toward plan goals and objectives and initiates adjustments in activities and timing when needed.
3. Ensure Board is regularly informed of all committee goals, activities, and implementation strategies to meet objectives of Strategic Plan.

Volunteer Management

1. Identify and work with volunteers at all levels of the organizations (including community groups, crime watch associations, local officials, school district, and others) and as organization has the capacity to manage.
2. Ensure the safety of volunteers recruited for special events.
3. Secure necessary supplies for volunteer-led events.