

ORGANIZATION: Horizons GFA
POSITION: Executive Director
LOCATION: Westport, CT
REPORTS TO: Board of Directors Co-Chairs, Horizons GFA; Head of School, Greens Farms Academy
LINKS: [Website](#); [2019 Annual Report](#)
TO APPLY: Please send resume and cover letter to HGFAED@pbrsearch.com.

BACKGROUND

[Greens Farms Academy](#) (GFA) launched its Horizons program in 2000 to address the gap in educational outcomes between Bridgeport and neighboring communities. Horizons GFA (HGFA) helps students develop strong academic, social, and emotional skills; habits of mind; and the resilience to succeed in school and pursue a meaningful, choice-filled life. Its programs provide access and opportunity to Bridgeport students and exposes them to a variety of enrichment and academic experiences.

In the [PreK-8 program](#), HGFA holds a six-week summer session focused on reading, writing, math, and social emotional learning (SEL), using a custom, rigorous curriculum in each area. Students also return throughout the year to attend eleven Saturday Academy sessions. The [High School program](#) utilizes a one-on-one academic coaching model; each student meets weekly with an academic coach to focus on academics, SEL, and preparation for college. The [College Success program](#) provides one-on-one interactions with a college advisor, as well as financial resources and skills workshops, to ensure college completion and career readiness. In 2019-20, Horizons GFA developed a career launch program for college juniors to ensure that they are competitive in the job market after graduation.

HGFA students have a 100% high school graduation rate, 100% college matriculation rate, and 94% college persistence rate, far outperforming the state averages. Today, Horizons GFA serves over 280 students and is part of the Horizons National network.

HGFA currently employs 6 full-time staff and approximately 90 seasonal or part-time teachers, classroom interns, academic coaches, and volunteers. It operates on an annual budget of approximately \$1.6 million and is under the 501(c)(3) status of Greens Farms Academy, which contributes in-kind facilities, equipment, and bookkeeping services.

POSITION

The executive director (ED) will serve as the strategic leader, primary fundraiser, and face and voice of HGFA. They will work with the board, staff, and others to set the course for the organization's next chapter, building upon a strong foundation. The ED will provide leadership and management to a dedicated, talented team, as well as nurture relationships with a variety of stakeholders, including students and families, teachers, donors, GFA, and Bridgeport partners. They will be a careful steward of the organization's financial resources. This is a remarkable opportunity to evaluate the organization's many assets and analyze how it can continue improving its strong programs, operations, finances, and culture so that it lives into its mission at the highest level of excellence.

RESPONSIBILITIES

Strategic and Organizational Leadership

- Analyze HGFA's assets and opportunities, and work with the board and staff to develop the organization's next strategic plan; communicate its goals internally and externally; and measure progress towards achieving determined outcomes.
- Partner closely with the board to enhance, implement, and measure its efforts to become more diverse, equitable, and inclusive in its membership and culture.

- In collaboration with staff, set the strategy for and oversee the high-level execution of all aspects of HGFA's programming and operations, including student admissions, staff recruitment, curriculum, contracts, and facilities.
- Be responsible for fiscal management, ensuring the organization operates within budget, maximizes resource utilization, and maintains a positive financial position.
- Oversee HGFA's financial and accounting operations, in collaboration with GFA.

Staff Leadership

- Provide strong, effective, clear leadership for a group of committed and talented staff members; be a positive and accessible presence.
- Set high standards for professionalism, work product, and collegiality, and hold people responsible for maintaining them.
- Ensure that staff members at every level understand how their specific roles contribute to the overarching mission and purpose of the organization.

Fundraising and External Relations

- Working closely with the board and staff, identify new and grow existing sources of revenue to support the current operating budget and to build the long-term positive financial sustainability of the organization.
- Proactively engage the board, strategically using their time and talents to achieve the greatest impact on the organization.
- Be a valued and visible member of the broader local communities, with the ability to engage with people from a wide array of backgrounds. This includes serving as the primary relationship manager with GFA, Horizons Bridgeport, Horizons National, and partner schools and organizations.
- Be an inspiring spokesperson who can compel various audiences to support the mission.

QUALIFICATIONS

The ideal candidate will be a strategic, emotionally intelligent leader with a deep passion for the mission of HGFA and the ability to inspire others.

Specifically, the executive director will have:

- At least five years of leadership experience managing teams, budgets, and strategy at a mission-aligned organization.
- Strong business sense and financial acumen.
- A proven commitment to closing the educational opportunity gap.
- The ability to cultivate authentic donor relationships and solicit, close, and steward financial contributions; a track record of closing major gifts a plus.
- Experience working with a board of directors, with the ability to enhance existing and develop new board member relationships.
- Emotional intelligence, a winning personality, and the ability to engage with people from various disciplines and backgrounds.
- Strong written and verbal communication skills, with the ability to convey Horizons GFA's mission and plans in ways that inspire others to contribute to their realization.

Horizons GFA is an Equal Opportunity Employer and does not discriminate on the basis of age, color, national origin, ethnic origin, citizenship status, disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, marital status, veteran status, or any other characteristic protected by federal, state, or local law in its employment policies. In addition, Horizons GFA will provide reasonable accommodations for qualified individuals with disabilities.