



CAPE COD YOUNG PROFESSIONALS

Chief Executive Officer

Summary: The Chief Executive Officer (CEO) of CCYP serves as the visionary leader and public face of the organization, working in partnership with the CCYP Board of Directors to execute CCYP's mission to connect, engage, and advance Cape Cod's young workforce and leaders.

Essential Job Functions:

Fund Development

Develops, secures, and cultivates financial investment from sponsors, donors, grant-makers, and other sources to support CCYP's ongoing operations, special projects, and long-term financial stability. Specific duties include:

- **Reviews upcoming sponsor renewals**, holds regular one-to-one relationship meetings, creates custom sponsor packages and adjusts benefits where needed to support mutual goals of CCYP and its sponsors;
- **Collects regular feedback and input** from major sponsors and donors;
- **Identifies, applies for, and manages strategic grants** to support CCYP's work;
- **Oversees CCYP special funds**, endowment, and other investment activities.

Program and Event Management

Responsible for the **planning, promotion, coordination, and implementation of a wide slate of programs and events**, including but not limited to, monthly "Connect" networking events, Shape Your Cape Summit, Back to Business Bash, Annual Community Breakfast, and other collaborative events, as needs arise. Specific duties include:

- **Creates and adheres to event and program budgets;**
- **Secures vendors, speakers, and sponsors for each event, as needed;**
- **Receives participant registrations and communicate relevant information to registrants** to ensure a positive event experience;
- **Works closely with the CCYP event consultant** to ensure detail-oriented planning and implementation for each of CCYP's three major annual events;
- **Coordinates with the all-volunteer CCYP Events Committee** to secure contracts and details for monthly Connect events; ensures adequate volunteer staffing of events; prepares name tags and other event materials; and attends each event as the official staff representative of CCYP.

Financial Management

- **Monitors organizational cash flow** and financial position, in collaboration with the CCYP Board Treasurer and Finance Committee;
- **Ensures timely payment** of organizational expenses and contract fees;
- **Provides timely transaction detail** to bookkeeper to accurately document income and expenses.

Public Representation of CCYP

- **Serves as the primary face of CCYP in the community**, representing the committee on relevant community boards and coalitions, attending collaborative meetings, and identifying and accepting routine public speaking engagements;
- **Identifies opportunities for thought leadership and community advocacy** through written articles, blog posts, letters, etc.;
- **Serves as the organization's main point of contact** for media inquiries and correspondence.



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Strategic Planning and Research

- **Works with Executive Committee and Board of Directors to develop, manage, and execute strategic planning** and major priorities for the organization;
- **Identifies areas for strategic growth of CCYP**, its programs, and events;
- **Solicits community feedback to gauge needs, and uses surveying and research to evaluate organizational effectiveness and contribute to regional conversation** around issues that impact young working age adults on Cape Cod.

Marketing and Outreach

- **Creates an annual marketing and outreach plan** for CCYP to ensure coordinated communications throughout the year and across all programs and events;
- **Maintains an active and engaging social media presence** on CCYP's Facebook, Twitter, Instagram, and LinkedIn pages, strategically using each channel and creating original content to drive program participation and increase community influence;
- **Proactively seeks out and shares relevant information** to build CCYP's reputation as a reliable resource clearinghouse for CCYP's young workforce and leaders;
- **Develops and maintains a strong brand presence** for CCYP as exciting, trustworthy, and innovative;
- **Creates or provides creative direction** to design eye-catching communications materials (i.e., digital media, flyers, postcards, reports, infographics, etc.) that promote and raise awareness of CCYP's mission and work;
- **Keeps the CCYP website up-to-date** with event and program details, announcements, and member information;
- **Develops original content for the CCYP blog and the My Cape Cod Story website**, to increase transparency and public awareness of CCYP and its activities;
- **Writes and issues press releases** for CCYP's programs, events, and announcements;
- **Creates and distributes the monthly CCYP e-newsletter** to members, donors, and supporters.

Board and Committee Development

- **Together with the CCYP Governance Committee and Board, identifies recruitment needs for the CCYP Board of Directors**, monitors board composition against the overall goals of the organization, and actively works to recruit new board members annually;
- **Together with the CCYP Governance Committee, completes orientation training for every new board member**, and creates a plan for year-round board development and training;
- **Attends and serves as staff liaison at all monthly committee meetings;**
- **Facilitates committee business** by coordinating with committee chairs to set meeting agendas; send calendar reminders; and keep a record of meeting minutes in CCYP files;
- **Serves as the first point-of-contact for prospective and new CCYP committee and event volunteers;**
- **Recruits new volunteers, matches them with a volunteer opportunity, provides training, and acknowledges volunteer contributions** to ensure ongoing success of programs and events;

Membership Program Management

- **Communicates directly with membership to build connections, engagement, and volunteerism** for the organization;
- **Assures adequate representation of members** from diverse industries, job types, levels, and regions unique to Cape Cod;
- **Processes new and renewing memberships;** sends prompt membership reminders and acknowledgements; and maintains a high quality of customer service and correspondence with CCYP's base of 1,000+ members;
- **Maintains the CCYP membership database**, ensuring accurate and timely record-keeping; processing member payments; and generating monthly receivables reports;



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- **Seeks innovative ways to reinforce the value** of CCYP's membership program through member benefits, special offers, events, etc.;
- **Facilitates annual membership drives** through the creation of original membership campaign materials, promotional copy, shareable graphics, and compelling storytelling.

Operations and Administrative Oversight

- **Recruits, selects, trains, and develops employees** to accomplish both the goals of the organization and employee professional growth;
- **Oversees contract/consultant relationships**, including annual contract development, delegation and monitoring of agreed upon duties, providing access to necessary documents and resources to complete contracted work, and
- **Prepares and sets up for meetings, educational sessions, and events**, including technical arrangements for virtual events, preparing meeting materials, and ensuring all needed resources or supplies are ready prior to start times;
- **Maintains the CCYP organizational calendar and meeting schedule;**
- **Purchases office and event supplies**, as needed;
- **Checks the CCYP PO Box at least once per week**, and reviews and processes all mail;
- **Prepares mailings and written communications**, including but not limited to membership mailings, donor acknowledgements, and annual appeals;
- **Provides a cheerful and positive first point-of-contact for CCYP** and responds promptly to email and phone correspondence.

Minimum Qualifications:

- Bachelors degree or above, plus five (5) years of relevant experience in organizational or nonprofit management, fund development, or related field, OR any equivalent combination of relevant education and practical work experience;
- Must be willing to work early morning, evening, and weekend hours as needed;
- Ability to work remotely while maintaining a high level of productivity;
- Must have reliable personal transportation and be willing to drive to locations across Cape Cod;
- Must be able to lift up to 20 pounds;
- Proficient in Microsoft Office software programs (Word, Excel, PowerPoint);
- Experience creating graphic promotional pieces with Adobe Creative Suite products (Photoshop, InDesign, Illustrator) preferred.

Other Requirements:

- Proven effectiveness in generating resources and financial support for a small- to -mid-sized organization;
- Prior management and supervisory experience;
- Ability to build positive and collaborative relationships with CCYP's member base, donors and sponsors, and key community partners;
- Skilled in public speaking and presentations;
- Demonstrates superior written and verbal communication;
- Prior experience managing multiple social media accounts for a nonprofit or for-profit business;
- Ability to manage multiple projects or programs simultaneously while maintaining high productivity and quality of work.