

POSITION DESCRIPTION: EXECUTIVE DIRECTOR FRIENDS OF CHILDREN’S COVE (FOCC)

THE ORGANIZATION

Friends of Children’s Cove, Inc. (FoCC) is a community-led 501(c)(3) nonprofit that supports **Children’s Cove: The Cape & Islands Child Advocacy Center**. FoCC provides resources that help children and families affected by sexual abuse and exploitation access safety, healing, and support beyond public funding. Now moving from a volunteer-run model to a more formal staff-led nonprofit organization, FoCC is building the capacity to expand fundraising and deepen its support for the families Children’s Cove serves.

THE OPPORTUNITY

FoCC seeks its first full-time **Executive Director** to build operations, strengthen governance, lead fundraising, and help position the organization for a future capital campaign in support of a new facility for Children’s Cove. The ideal candidate is a strong relationship builder who can open doors, inspire donors, provide nonprofit leadership and help advance a long-term community investment in Children’s Cove. **This remote role requires a regular in-person presence on Cape Cod and the Islands for meeting with Board members, donors, and public partners. Candidates based on or near Cape Cod and the Islands, with strong local knowledge and relationships, will be especially well positioned for success.**

CORE RESPONSIBILITIES

1. Strategic Leadership & Mission Advocacy

Partner with the Board to shape strategy, represent FoCC in the community, and ensure all communications and fundraising are trauma-informed and respectful.

2. Fundraising & Revenue Generation

Lead FoCC’s fundraising strategy by building donor relationships and advancing grants, annual giving, major gifts, and campaign efforts that support long-term sustainability.

3. Board Governance & Collaboration

Support strong governance by keeping the Board informed, helping recruit and onboard trustees, and advancing sound policies and nonprofit best practices.

4. Financial & Organizational Operations

Oversee FoCC’s budget, compliance, contracts, and internal systems so the organization has the structure and resources needed to grow.

THE IDEAL CANDIDATE

Professional Background

- At least five years of senior nonprofit leadership experience with success in fundraising, organizational growth, and budget oversight.
- Bachelor’s degree required; nonprofit management or fundraising credentials are a plus.
- Comfort with donor systems, financial reporting, and standard office technology.

Key Attributes

- Excellent communicator who can speak and write with clarity, urgency, and care.
- Experience leading organizational growth or transition.
- Strong networker and self-starter who can work independently and build trusted relationships.

COMPENSATION & BENEFITS

FoCC offers a competitive package that includes salary, benefits, and performance-based incentives.

- **Salary: \$90,000**
- **Healthcare Stipend:** \$5,000 annually
- **Performance Bonus:** \$5,000 per year (*first two years*) based on achievement of specific written annual goals established at the beginning of each employment anniversary by the Board of Trustees in consultation with the Executive Director.
- **Retention Bonus:** \$5,000 after the completion of three years of continuous, achievement-oriented service.
- **Time off:** three weeks of vacation, 12 sick days, and 11 paid holidays.
- **Reviews:** at six months, 12 months, and annually thereafter, with opportunities for future compensation growth.

HOW TO APPLY

FoCC has retained **Harrington Management International (HMI)** to support this search.

To apply, send a resume and cover letter to **focsearch@harringtonmanagement.com** with the subject line *Executive Director*.

ADDITIONAL QUESTIONS

Questions may be submitted with your application, and an HMI representative will respond directly. No phone calls, please.

APPLICATION DEADLINE

Applications are due Monday, July 1, 2026

Friends of Children's Cove is an Equal Opportunity and Affirmative Action employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.