



EXECUTIVE DIRECTOR

About KidLinks:

KidLinks is a 501(c)(3) nonprofit organization that provides healing, hope, and happiness for children and families through music therapy (MT) programs, therapeutic music entertainment (TME), and online music media. For over four decades, KidLinks has provided healing experiences for children with special challenges, funded therapeutic music initiatives, implemented university-level music therapy training, and offered free/low-cost treatment programs for children in need. KidLinks has proudly and positively impacted the lives of nearly 450,000 children and caregivers.

Position Summary:

The Executive Director will lead KidLinks in advancing its mission, managing daily operations, fostering community partnerships, and ensuring sustainable growth. This is a unique opportunity for a compassionate, strategic, and dynamic leader to make a meaningful impact on children's lives through the power of music. This role oversees the development, programs, and marketing teams and will collaborate closely with the Board of Directors to develop and implement strategic plans for the organization.

Organizational Management:

- Oversee and implement appropriate resources to ensure that the operations of the organization run smoothly
- Manage organizational operations, finances, and staff leadership
- Coordinate and lead annual budget reviews, monthly and quarterly reviews, and periodic forecast updates with operational and senior management for all locations
- Provide direction and supervision for program staff and contractors focused on program delivery and impact

Development Responsibilities:

- Identify, cultivate, solicit, and steward prospective and existing donors, sponsors, community partners, and stakeholders
- Set and monitor annual monetary goals and budgets and fundraising objectives for the organization
- Lead fundraising efforts including grant writing, special events, and individual giving

Program Responsibilities:

- Oversee program development and ensure the delivery of high-quality, impactful services
- Cultivate new relationships with schools, health, and community organizations
- Increase equitable access and meaningful engagement for KidLinks constituents

Marketing and Communications:

- Oversee development and implementation of strategic marketing plan, including marketing strategies, communications, and public relations activities
- Create opportunities for program cultivation and enhancements of local relationships with targeted, high-level external audiences
- Increase and improve KidLinks' local, national, and online brand awareness while working to expand the partner network

Board Governance:

- Work with the Board of Directors in order to fulfill the organization's mission
- Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions
- Coordinate quarterly board meetings and reports

Qualifications and Skills:

- Bachelor's degree in Nonprofit Management or related field
- Minimum of 10 years of experience in management in the nonprofit sector, with a focus on youth, arts, or community health
- Proven track record of successfully managing and leading teams
- Excellent communication, organizational, and interpersonal skills
- Ability to connect and build a diverse constituency, including partners, community members, and families
- Demonstrated excellence in solving problems by analyzing situations, determining next steps, and implementing
- Ability to maintain confidential client information
- Tech-savvy and knowledge of different CRM systems

Benefits:

This position is full-time and is hybrid (in person and remote). Salary is competitive and commensurate with experience. Position includes generous vacation and holidays, an ICHRA plan as its medical benefits, Employer matched Simple IRA after 12 months, and cell phone allowance. We are a dynamic and friendly team dedicated to the KidLinks mission!

To apply:

Interested applicants should **EMAIL** cover letter, resume, and salary requirement to Board Task Force at careers@kidlinks.org with "Executive Director" as the subject. No phone calls please. Materials must be provided to be considered.

KidLinks is committed to equal employment opportunity regardless of race, color, ancestry, religion, sex, national origin, sexual orientation, age, marital status, disability, gender, gender identity, or expression. We are proud to be an equal opportunity workplace.

We are committed to building an organization that is increasingly representative of the communities that we serve. To this end, due regard will be paid to recruiting candidates with diverse professional, academic and cultural backgrounds.