**Philanthropy for Active Civic Engagement**

**Executive Director**

**FLSA Status: Salaried, Exempt**

**ORGANIZATION:**

**PACE's mission is to inspire interest, understanding, and investment in civic engagement within the field of philanthropy and to be a voice for philanthropy in larger conversations taking place in the fields of civic engagement, service, and democratic practice. For more information, visit** [www.pacefunders.org](http://www.pacefunders.org)**.**

**SUMMARY:**

Reporting to the Board of Directors, the Executive Director (ED) will have overall strategic and operational responsibility for PACE's finances, financial stewardship, development, staff, programs, expansion, and execution of its mission. PACE is one of a number of organizations active in the civic engagement space. The director will actively collaborate with others with the goal of building PACE while also advancing the civic engagement field. The director will bring creativity and enthusiasm to advancing the PACE mission in an ever-changing environment.

**ESSENTIAL FUNCTIONS:**

**Strategic Vision and Leadership**

* Collaborate with the board to refine and implement the strategic plan while ensuring that the budget, staff, and priorities are aligned with the PACE mission.
* Provide inspirational leadership and direction to all executives and ensure the continued development and management of a professional and efficient organization; establish effective decision-making processes that will enable PACE to achieve its long- and short-term goals and objectives.
* Cultivate a strong and transparent working relationship with the Board and ensure open communication about the measurement of financial, programmatic, and impact performance against stated milestones and goals.
* In partnership with the Board Chair, help build a diverse and inclusive Board that is highly engaged and committed to the PACE mission. Develop, maintain, and support a strong Board of Directors: serve as ex-officio of each committee, seek and build board involvement with strategic direction.
* Ensure effective systems to track progress toward achieving strategic goals, and regularly evaluate program components, so as to measure successes that can be effectively communicated to the board, funders, and other constituents.

**Development**

* Ensure that the flow of funds permits PACE to make continuous progress towards the achievement of its mission and that those funds are allocated properly to reflect present needs and future potential.
* Formulate and execute comprehensive marketing, branding, and development strategies that will ensure consistency throughout the organization and enhance revenue from major donors, foundations, government agencies, and corporations.
* Deepen and refine all aspects of communications—from web presence to external relations with the goal of creating a stronger brand.
* Use external presence and relationships to expand membership.

**Strengthening infrastructure and operations**

* Ensure operations are consistent with the PACE strategic goals and mission, while managing for current and future growth.
* Support and motivate PACE membership.
* Oversee the financial status of the organization including developing long and short range financial plans, monitoring the budget, and ensuring sound financial controls are in place; set financial priorities accurately to ensure the organization is operating in a manner that supports the needs of theprogram and staff.

**QUALIFICATIONS:**

* Minimum of a BA, ideally with an MBA, MPA, or related advanced degree.
* At least 10 years of overall professional experience.
* Prior nonprofit experience ideal; management of a global or multisite organization preferred.
* Significant board development, fundraising, marketing/branding, and fiscal management experience a must.
* A financially savvy and politically astute leader with the ability to set clear priorities; keen analytic, organization, and problem-solving skills, which support and enable sound decision making.
* Excellent coalition-building skills with an ability to communicate and work effectively with a variety of internal and external stakeholders; a persuasive negotiator able to achieve consensus amongst differing opinions.
* Outstanding presentation and communication skills and the experience and proclivity to be an outgoing spokesperson, relationship builder, and fundraiser.
* Strong ability to communicate with the goal of keeping multiple constituencies in the know.
* Past success working with a Board of Directors with the ability to cultivate existing board member relationships.
* Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills.
* Action-oriented, entrepreneurial, adaptable, and innovative approach to business planning.
* Ability to work effectively in collaboration with diverse groups of people
* Passion, idealism, integrity, positive attitude, mission-driven, and self-directed.

**WORK STYLE AND OTHER REQUIREMENTS:**

* Leadership — Job requires a willingness to lead, take charge, and offer opinions and direction.
* Integrity — Job requires being honest and ethical.
* Initiative — Job requires a willingness to take on responsibilities and challenges.
* Stress Tolerance — Job requires accepting criticism and dealing calmly and effectively with high stress situations.
* Dependability — Job requires being reliable, responsible, and dependable, and fulfilling obligations.
* Achievement/Effort — Job requires establishing and maintaining personally challenging achievement goals and exerting effort toward mastering tasks.
* Independence — Job requires developing one's own ways of doing things, guiding oneself with little or no supervision, and depending on oneself to get things done.
* Self-Control — Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.
* Attention to Detail — Job requires being careful about detail and thorough in completing work tasks.
* Analytical Thinking — Job requires analyzing information and using logic to address work-related issues and problems.
* Continuous attention to detail, concentration, and alertness.
* Continuous multitasking and prioritization of work.
* Periodic travel, including overnight and out-of-state travel.

**To Apply:** Applications will be considered on a rolling basis. Applicants should forward a résumé or curriculum vitae and a thoughtful cover letter, outlining how their skills, abilities, and experience meet the qualifications of the position. Applications should be submitted to Sally Prouty, Senior Fellow and Interim Executive Director, at [sally.prouty.pace@gmail.com](mailto:sally.prouty.pace@gmail.com).