

Executive Director

The Links, Incorporated - Washington, DC

JOB TITLE: Executive Director, The Links, Incorporated & The Links Foundation, Incorporated

SALARY RANGE: Commensurate with education and experience

REPORTS TO: National President, The Links, Incorporated & The Links Foundation, Incorporated

GENERAL JOB DESCRIPTION

The Executive Director position is the key senior management position for both The Links, Incorporated and The Links Foundation, Incorporated. The Executive Director has overall strategic and operational responsibility for the effective implementation and management of the organizations' programs, fund development, growth and expansion, and execution of the organizations' mission and strategic goals in conjunction with the National President. The Executive Director shall evaluate the implementation of the organization's programmatic and philanthropic initiatives so as to measure successes that can be effectively communicated to the Executive Council, external funders, other strategic partners.

The Executive Director regularly reports to and is supervised by the National President. The Executive Director receives direction from and reports to the Executive Council of The Links, Incorporated and the Board of Directors of The Links Foundation, Incorporated through the National President. The Executive Director serves as a non-voting ex officio member of the Executive Council.

The Executive Director is the central point of contact for the organization with partnering organizations and other external contacts, is responsible for promoting the visibility of the organization, and developing and strengthening the organizations' brand.

The Executive Director shall be responsible for coordinating and implementing efficient transitions between newly elected National Officers and appointed Executive Council members providing advice and orientation to achieve minimal disruption to on-going programs and initiatives and the effective implementation of any new program initiatives.

The Executive Director is responsible for the hiring process in accordance with the policies, procedures and rules implemented by Executive Council of The Links, Incorporated and in collaboration with the National President and the HR Committee, as appropriate. Recommendations for hiring are approved by the Executive Council and the National President.

MAJOR DUTIES AND RESPONSIBILITIES

Essential duties and responsibilities include the following. Other duties may be assigned as needed.

Leadership

- Serves as the liaison to the Executive Council and National President and provides effective strategic leadership in planning and implementing the organizations' programs and fund development activities.
- Advises the Executive Council and National President on the funding implications of certain programmatic decisions, and works with all parties to discern and recommend optimum approaches to achieve programmatic initiatives and philanthropic goals.
- Serves as the central point of contact and integration point for the organizations' external relationships and with the four geographic membership areas.
- Actively engages and energizes partnering organizations, funders, and members to embrace the organizations' philanthropic efforts.
- Serves as the chief development officer for The Links Foundation, Incorporated. In that capacity, conceptualizes, plans, advocates, and implements fund development strategies to support the mission of The Links Foundation, Incorporated. Works in conjunction with the related Executive Council Committees of The Links, Incorporated (i.e. Philanthropy, Corporate Linkages, Grants) and the Finance and Investment Committee of the The Links Foundation,

Incorporated) and other appropriate Committees involved in fund raising activities to ensure effectiveness and continuity of efforts.

Management

- Responsible for the efficient and effective operations of the National Headquarters, including the direct supervision of the Deputy Executive Director who is responsible for the daily operations of the National Headquarters staff and the monitoring of all programs, membership activities and other operational and administrative activities.
- Responsible for ensuring that an effective workforce plan and performance management system are in place. The Programs Manager also reports to and is supervised by the Executive Director.
- Responsible for developing and implementing annual operating budgets for The Links, Incorporated and The Links Foundation, Incorporated in collaboration with the National Treasurer, Deputy Executive Director, Controller, National Finance Committee of The Links Foundation, Incorporated, and forecasting annual income projections.
- Responsible for working with the National President, National Treasurer and Strategic Planning Committee of the Executive Council in determining the organization's strategic plan.
- Makes recommendations regarding financial resources and manpower available to support on-going programming initiatives, new programming initiatives, including recommendations regarding the discontinuation of any programmatic initiatives; recommend timelines and resources needed to achieve the strategic goals.
- Responsible for recommending management and operational policy changes to the Executive Council or appropriate Executive Council Committee and implementation of such changes, if approved.
- Responsible for ensuring continuity and consistency in the implementation of the organizations' programmatic and philanthropic initiatives while managing the organizations' resources within the budgeted objectives.
- Responsible for the maintenance of an efficient and accurate system for receipt, acknowledgement and accounting of all funds received by The Links Foundation, Incorporated.
- Ensures funds received are used for the intended purpose(s) and that internal policies and practices comply with donor instructions and local, state and federal laws and regulations.

QUALIFICATIONS

The Executive Director must be thoroughly committed to the organizations' nonprofit mission. The Executive Director must have proven leadership and relationship management experience.

SKILLS/ABILITIES/COMPETENCIES: Must possess the required skills and be able to explain and demonstrate, with or without accommodations, that the essential functions of the job can be performed.

Required:

- Proven leadership in a non-profit organization with demonstrated success of developing and operationalizing strategies that took the organization to the next stage in fund development growth.
- Proven change management experience (i.e. demonstrated leadership in operational, cultural, core competencies, directional change within an organization to facilitate a higher level of organizational efficiency and effectiveness).
- Excellence in organizational management with the ability to coach, manage, and develop high-performance teams, and set and achieve strategic objectives.
- Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders.
- Strong written and verbal communication skills.
- Excellent interpersonal and communications skills.
- Excellent presentation skills.
- Demonstrated multidisciplinary project skills; the ability to clearly articulate strategies and goals.
- Action-oriented, adaptable, forward- thinking and innovative.
- Ability to work effectively in collaboration with diverse groups of people.

EDUCATION:

BA or BS degree in business or management or related discipline.

EXPERIENCE REQUIRED;

7-10 years of senior management and leadership experience in a membership or non-profit organization.

COMPUTER SKILLS:

Advanced proficiency in Microsoft applications including Word, Excel, PowerPoint and a working knowledge of the MS database system.

PHYSICAL REQUIREMENTS:

- Occasional lifting of objects up to 10 lbs.
- Extensive travel
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling

OTHER REQUIREMENTS:

- Requires evening and weekend work schedule.

LOCATION: Washington, D.C.

CRIMINAL BACKGROUND CHECKS

- A pre-employment criminal background check may be required.