

Title: Executive Director

Responsible to: Board of Directors

Employee Summary: Full time, exempt position

Compensation: Salary, bonus potential, plus medical, dental, vision benefits, three weeks paid PTO

Position Summary

As the senior management leader for Global Visionaries (GV), the Executive Director (ED) oversees the administration, programs, and overall performance of the organization. With a specific focus for integrating GV's mission into daily work, fund development campaigns, and long term strategic planning, the ED works collaboratively with team members, youth participants and the Board to grow the organization's capacity for impact. Engages with the community to foster and grow relationships with the GV team, youth, parents, and partners, in fostering an organizational dedication to equity, inclusion, and social justice work. The ED reports directly to the Board of Directors.

ED Position Scope

Primary responsibilities include:

Strategic:

- Evolves GV's strategic plan to further the impact of the mission.
- Ideates and execute strategic initiatives to support both strategic plans and current program impact opportunities
- Works with board to fulfill the organization's mission and build impact. 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. Collaborates with board to achieve board growth rate as determined appropriate

Leadership:

- Responsible for leading GV organization in a manner that supports and guides the organization's mission as defined by the board of directors, ED, GV team, youth, and community.
- As chief executive of GV, the ED will demonstrate decision making approaches that combine sound business acumen with increasing decision rights for those closest to the work, so that more decisions are made throughout the organization and not only by top staff.
- ED exhibits a democratic leader approach to supporting and empowering staff to develop plans, perform duties, and achieve organizational goals in direct adherence to GV's values. Specifically, supports the youth board of directors to ensure they can learn, engage, and grow from their participation on the board as well as have power and input in decision making

Financial Performance and Viability:

- Develops resources sufficient to ensure the financial health of the organization and is directly engaged in fund development in order to deepen the organization's impact.
- Ensures the fiscal integrity of GV, to include submission to the board of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.
- Drives the development and execution of fund development strategies and campaigns in partnership with the fund development leader, including but not limited to: major donor cultivation, grant development, corporate giving, event fundraising, and direct appeal to donors.

- Executes the fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.

Organization Operations:

- Oversees and implements appropriate resources to ensure efficient and cost-effective operations of the organization.
- Effective administration of GV's operations in partnership with the operations manager, aligned with GV's principles for leadership, relationship building, and community engagement.
- Hiring and retention of culturally responsive, competent, qualified leaders and staff. Dedicated to increasing diversity amongst staff and intentionally working to do so.

Qualifications

Minimum Qualifications:

- Five or more years senior nonprofit management experience.
- Bachelor's degree (MA/MBA or MPA preferred) in Business, Management, or Education
- Demonstrated experience in leading teams that incorporates creating and sustaining a positive and supportive staff culture, and working collaboratively to deliver results that align with expectations and organizational values.
- Proven success in creating fund development strategies and campaigns, cultivating donors and partnerships, and securing grants that enable future growth and create a stronger and more inclusive organization.
- Past success working with a board of directors with the ability to cultivate existing board member relationships and enhance board and staff relationships, understanding, and unity.
- High-level operations knowledge and implementation experience. This includes an aptitude in creating and driving the analytic framework for planning and managing organizational performance, as well as proposing new ways of creating efficiencies, and guiding investment in people and systems.
- Demonstrated understanding of nonprofit financial management, including budget preparation, analysis, decision-making, and reporting.
- Dedication and ability to effectively work with youth as leaders, keeping their best interest in mind, and amplifying their ideas and needs in decision making processes.
- Shows deep understanding of social justice issues, education, pedagogy, and is committed to equity and inclusion organization-wide.
- Has relationships and networks across diverse communities in the non-profit and education sectors.
- Inhabits a global citizen mindset, valuing cross-cultural understanding and volunteerism
- Personal qualities of integrity, authenticity, and honesty.
- Strong interpersonal communication, the ability to network and build authentic relationships, and strong facilitation and presentation skills.

Desired Qualifications:

- Knowledge of Seattle communities and school systems.
- Bilingual and cultural familiarity with Latin America.
- Desire to foster a culture of philanthropy within the organization.
- Ability to provide a structured business and management environment.
- Ability to use fun, creativity, and humor to influence and create a positive work environment.