



## Executive Director Job Description

### About Greater Greater Washington

Greater Greater Washington is a community powered, nonprofit organization that promotes an inclusive, diverse, growing Washington, DC region where all people can choose to live in walkable urban communities. We pursue our vision by bringing people together online and offline to discuss, organize, and advocate for a greater Washington, DC region for all people. We seek to embody a deep inquisitiveness and thirst for understanding with a means to educate our communities and a call to action.

#### **Our values:**

- We are solutions oriented and optimistic
- Use facts and information to educate
- Empower volunteers
- Seek input from our community
- Push for change
- Be accessible
- Question prevailing orthodoxy
- Be innovative and creative
- Be transparent
- Reach a broad audience
- Promote equity and sustainability as core urbanist values

### About the Position

Greater Greater Washington (GGWash) has been led by its founder since it began in 2008, supported by a dedicated volunteer community and dynamic staff.

We are seeking a new Executive Director to build on the strong foundation of GGWash and provide leadership as the organization evolves to meet the challenges of the next stage of our growth. The Executive Director reports to the Board of Directors and works closely with the Executive Committee.

### Main Responsibilities

The new Executive Director will:

#### **Provide Leadership**

- Bring a collaborative leadership style to working with the Board of Directors and staff to develop and implement the strategic direction for the organization.
- Represent GGWash externally by connecting, engaging and expanding the GGWash community, and forming or strengthening external relationships.
- Bring diverse voices into conversations about policy matters, and act as a progress-driven honest broker of those conversations.
- Ensure that GGWash embodies a commitment to diversity, equity and inclusion, recognizing the value that different identities along racial, socio-economic, gender, sexuality and other axes bring to addressing social, economic and political challenges.

### **Build Sustainable Funding**

- Develop a sustainable funding model for the organization through building on success in active fund raising, earned revenue and other activities.
- Responsible for strategy and implementation of fundraising. Develop and maintain relationships with funders and ensure programs of work are meeting agreed objectives.
- Steward the organization's financial resources. In partnership with board finance committee and specific staff members, actively lead financial budgeting and funding goal-setting processes.

### **Articulate Organizational Vision and Focus**

- Heighten GGWash's visibility and brand recognition in the region.
- An effective story teller, the new Executive Director will be able to present GGWash's vision and educate stakeholders about the value and details of our approach.
- Write occasional articles about organizational goals, budgets, or other information for our publications and platforms.

### **Manage the Organization**

- Manage the organization for impactful, effective, nimble and sustainable operation.
- Manage to empower staff to have the right balance of autonomy, responsibility, and accountability to the organization so they can achieve goals to the best of their talents.
- Supervise and develop the staff. Ensure they have clear goals and work plans that align with the organization's strategy, conduct regular check-ins, and write annual performance reviews.

### **Ideal Experience and Qualifications**

Greater Greater Washington's new Executive Director will bring a commitment to the shared vision and mission of GGWash, strong organizational management skills, a vision for sustaining our work, and a collaborative and coalition-building approach.

Other key attributes and experiences the next Executive Director should have to help ensure a successful new era for GGWash include:

**Commitment to equity and sustainability**, including ensuring meaningful representation by persons of color, women and gender non-conforming individuals, and people living in areas historically negatively impacted by urban planning policies, as well as processes to ensure the health and vitality of our communities amid a climate crisis and other large-scale resiliency threats. We are seeking candidates who are committed to anti-racist principles and practices.

### **Management and Leadership Experience**

- Proven ability to work with board members, staff and volunteers with a wide range of personalities to keep them engaged and interested and mediate interactions as needed.
- Able to motivate a corps of substantive volunteers.
- Proven leader of highly motivated and independent staff, with a track record of developing and nurturing talent while moving forward a strategic direction.
- Excellent interpersonal skills and strong communication skills.
- Talent for thinking strategically and balancing immediate, medium & long-term priorities.
- 10+ years of experience in small nonprofit organizations, including leadership experience with organizational development.

### **Financial Management**

- Proven, effective financial manager of nonprofit.
  - Experience with creating and implementing fundraising plans.
  - Experience fundraising from foundations, corporate sources, and developing earned revenue.
  - Proven financial stewardship including budgeting, managing resources, reporting clear transparent financials.
- Experience with corporate and philanthropic organizations in the Washington region.

### **Demonstrated Passion for GGWash’s Mission and Vision**

- Support for and understanding of the principles of urbanism (described at <https://ggwash.org/about/mission-values>).
- Engaged in civic dialogue that builds bridges, creates room for the expression of multiple views and is able to defend well-researched positions.
- Inquisitiveness and a thirst for sharing learning.
- Effective story-teller with a drive to share knowledge and educate others.
- Demonstrated commitment to collaborative and accountable decision-making including staff, volunteers, coalition partners, and/or other stakeholders.

### **Salary and Benefits**

This is a full-time (40+ hours/wk), salaried position with compensation from \$100,000 to \$125,000 per year depending on experience, with potential for performance-based bonus.

Benefits include health insurance contributions, transit commuter benefits, 401(k) deferral, and flexible paid time off.

This position will require working from an office in downtown Washington, DC, but is remote for the immediate future. Candidates outside the region would need to relocate to the region but could have some flexibility over timeline. Access to a car is not required.

### **Application Process**

**To learn more about GGWash:** <https://ggwash.org/>

**To apply:** Please submit the following:

- current resume
- cover letter that addresses your interest and qualifications for the position, and why you want to be a part of our team
- two work samples (fundraising, media, marketing, or other written materials)
- three references

**To:** Louise Stoner Crawford, “GGWash ED Search” at [search@capacitypartners.com](mailto:search@capacitypartners.com).

Applications will be accepted until December 31, 2020.

*Greater Greater Washington provides equal employment opportunities to all applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, or disability.*