Executive Director - New York

About the Institute for Nonprofit Practice

The Institute for Nonprofit Practice (INP) pursues its mission to transform communities by equipping the most promising nonprofit leaders with the skills, confidence and resources they need to make their organizations effective, innovative and sustainable. Central to INP’s mission is a commitment to social justice and advancing women and people of color in leadership.

The Institute accomplishes its mission through a series of year-long certificate programs for executives, managers and high-potential emerging leaders. The result: in twelve academic years, 1,200 students representing 600 nonprofit organizations from across New England have become more effective leaders and managers. After a decade of success, INP is looking ahead to the next chapter of growth and aims to broaden its impact by launching programming in New York City.

About the Opportunity

The Executive Director, New York (ED, NY) is a full-time, exempt position reporting to the Executive Vice President & Chief Growth Officer and working closely with the President and CEO and a growing leadership team. We are seeking a visionary leader with deep experience in the New York nonprofit ecosystem to be the local face of the Institute for Nonprofit Practice and ensure our model is delivered with impact and excellence across the city. The ED, NY will play a critical role in building a sustainable, effective organization, including developing and executing an expansion strategy to serve hundreds of students per year and building a vibrant alumni network of some of the brightest emerging and established leaders in the nonprofit sector.

The ideal candidate will balance “big picture” strategic thinking with the administrative know-how of a results-oriented manager. This is an excellent opportunity to join a dynamic organization, build a regional organization and replicate a proven model serving the largest nonprofit workforce in the country. Starting with 50 students you will build a team that serves 300+ annually over the next five years.
Responsibilities Include:

Leadership and Management

- Recruit, manage, and develop a diverse, high-performing regional team comprised of 2-3 full-time staff and a larger set of 6-10 high profile, nonprofit leaders serving as part-time faculty members.
- Ensure there is ongoing excellence across all regional office functions – program operations, evaluation, finance and administration, fundraising, and communications.
- Engage and energize students, faculty, funders and partners through inspiring communications and timely systems of support.
- Hire and manage a regional New York Associate Director, supporting her/his execution of student recruitment, program operations and alumni engagement work. Specific roles will include:
  - playing a direct role in recruitment efforts, especially with the most influential organizations in the city;
  - approving the admissions and enrollment of incoming students, and participating in the interview and placement process as required;
  - ensuring program weekly operations and events meet the highest standards of excellence; and
  - building an alumni engagement strategy that establishes INP as a major player in the New York nonprofit space.

Fundraising and Communications

- Double local revenue generation over three years from a budget of ~$1M.
- Partner with INP’s President & CEO and Development Teams to help raise NYC growth capital funds to support rapid scale up of program offerings in the city.
- Refine and localize INP communications materials and strategies—from web presence to external relations—with the goal of creating a strong brand presence in the city.
- Build an exemplary reputation for INP among key leaders and funders and across a broad array of social sector influencers.

Strategic Planning and Expansion

- Partner with the EVP & Chief Growth Officer and President & CEO to design and execute INP’s New York regional expansion strategy.
- Build mutually beneficial partnerships with funders and strong relationships with political and community leaders to support expansion efforts.
- Act as an external presence publishing and communicating local program results with an emphasis on regional and national replication.
Qualifications:

The ED, NY will be a “leader of leaders” with a strong local reputation in the nonprofit sector, ideally with strong experience in the talent development and racial and gender equity space. Deeply committed to INP’s mission, candidates should have proven leadership, fundraising, and relationship management experience.

Specific requirements include:

- You have at least 10 years of nonprofit/business management and fundraising experience.
- You can point to specific examples of having either launched a successful, high profile initiative or taken an organization to the next stage of growth or excellence.
- You have an unwavering commitment to diversity, equity and inclusion and a strong dedication to INP’s mission and values of social justice, generosity, and integrity.
- You have a track record of fundraising success and can demonstrate an ability to effectively engage and enlist a wide range of stakeholders and supporters.
- You model excellence in performance management with the ability to coach and manage staff, develop diverse, high-performing teams, set and achieve strategic objectives, and engender deep belief in a shared vision.
- You have a flexible and adaptive work style with the ability to thrive in a growing, entrepreneurial, mission-driven environment.
- You possess strong, persuasive written and verbal communication skills.
- While you are extremely self-directed, you collaborate effectively with diverse groups of people from a wide range of personal and professional backgrounds.
- Strongly self-aware, you build honest and trusting relationships with all those around you.

Salary Range:

Competitive salary and benefits package based on experience and commensurate with INP’s ambitious five year growth goals. We offer a strong benefits package with medical/dental insurance, 401(k) retirement match, paid vacation, professional development and more.

To Apply:

Please send resume and cover letter to info@nonprofitpractice.org. Materials should be addressed to Muniquekell Pearce, Director of Finance and Operations. Please include “Application for Executive Director, New York” in the subject line.

INP is an Equal Opportunity Educational Institution/Equal Opportunity Employer.
We encourage candidates of all backgrounds to apply for this position.