President & Chief Executive Officer (CEO)
Washington, D.C.

*Where practice meets purpose.*

**EXECUTIVE SUMMARY**

**PEAK Grantmaking** advances the field of grantmaking so that grantmakers and grantseekers can best achieve their missions. As the professional home for seasoned and emerging grants management leaders, PEAK creates space for members to learn from each other and bring innovation to their home institutions. As an organization with members working at the nexus of craft and impact in an evolving philanthropic sector, PEAK Grantmaking is leading a conversation about values-based grantmaking. With a network of nearly 4,400 individual members and 372 organizational members, and supported by a talented staff of twelve, PEAK has reached a pivotal time of growth and organizational transformation. **PEAK now seeks its next President & CEO** to carry forward a vision and strategy that elevates the profession and field of grants management as key contributors to philanthropic strategy and effectiveness.

The President & CEO will work closely with the Board and staff to articulate and implement a vision for the future of PEAK, ensuring a values-driven approach in which equity, diversity, inclusion, awareness of power dynamics in the craft of philanthropy, and a commitment to learning, sharing, and evolving are integrated and operationalized in the organizational strategy. He/she/they will engage PEAK membership and build the organizational value proposition, while also cultivating strong partnerships with the field of philanthropy serving organizations and the broader philanthropic sector. The President & CEO will be a seasoned leader with deep commitment to the field of philanthropy and a sophisticated understanding of the role that grants management plays in supporting the broader field of philanthropy in stewarding resources effectively and achieving impact. He/she/they will have demonstrated experience building community or creating a dynamic space that invites others in for learning and collaboration; ability to elevate areas of collective interest and champion compelling ideas to meaningful action. He/she/they will be a supportive team leader and manager with the skills to guide the organization through this transformative change.

This search is being conducted by Katherine Jacobs, Linh Nguyen, and Cara Pearsall of **NPAG**. Application instructions can be found at the end of this document.

**ORGANIZATIONAL OVERVIEW**

PEAK is a vibrant, member-led community of professionals specializing in grants management for funding organizations, with nearly 4,400 individual members and 372 paid organizational members as part of its growing network. As a leader of this grantmaking community, PEAK powers knowledge...
and fosters collaboration to strengthen practice and enables philanthropy to achieve its full potential to fuel change for good.

PEAK Grantmaking began in New York City with two grants managers meeting informally to discuss shared experiences at their foundations. Soon, they engaged other grants managers and, as membership grew, an open and participatory network developed. Under the name Grants Managers Network (GMN), the organization expanded nationally in 1996, with support from the Rockefeller Family Fund. In 2006, GMN became a §501(c)(3) public charity. Grants Managers Network became PEAK Grantmaking in 2017 to more boldly and persuasively convey the strategic value of grants management professionals and practices in realizing philanthropy’s full potential to fuel change for good. Today, PEAK has a talented staff of 12 based in its Washington D.C. headquarters and remotely across the country.

Guided by a vision for supporting the field of philanthropy to realize its potential, PEAK Grantmaking is helping its members move from conversation to action by acting with courage to advance equity and inclusion, to narrow the power gap in the sector, to authentically engage in communities, to listen and learn from partners, and to live out the values in grantmaking practice. Created by and for its members, the Principles for Peak Grantmaking is a call to action to transform the practice of philanthropy into the practice of principled grantmaking.

PEAK connects members of the grantmaking profession through offering educational opportunities for grants management professionals at all levels, and guides grantmakers in strengthening practices—improving outcomes for grantmakers and grantseekers alike. PEAK also offers a range of resources to its members to support their professional development and to provide thought leadership to the field, including:

- **PEAK Grantmaking’s Grants Management Professional Competency Model** defines the professional knowledge, skills, and abilities expected of grants management professionals, regardless of area of specialization, the size of the organization, or roles within the field. By identifying both the functional responsibilities and the knowledge needed for success in every area of grants management, the competencies provide a comprehensive look at the profession and a pathway to professional success.

- **PEAK Insight Journal** is a professional journal written for and by the members of PEAK Grantmaking and others in the philanthropic sector focused on grantmaking practices. The journal shares knowledge gained through years of experience in grants management; explores the trends and practices of modern grantmaking; and drives forward thinking and progress that will shape new approaches to delivering mission-critical funding and support services.

- **PEAK curates a learning program designed to meet the needs of grants management professionals at all levels and across career paths, including:**
  - Webinars and learning modules deliver tactical skills, expert insight, and strategic knowledge via sessions that are streamed live and recorded for on-demand access.
  - Annual Conference brings together leaders in the grants management field to learn, connect, and advance practice.
  - Workshops and online courses provide in-depth training, leading to mastery of core grants management competencies.
• PEAK also supports 14 regional chapters of— and for— grants management professionals, and creates space to share knowledge, strengthen practice, develop skills to meet career goals, and advance the profession.
OPPORTUNITIES AND EXPECTATIONS OF THE PRESIDENT & CEO

With a growing base of members and a plan to strengthen, expand, and sustain its field leadership and educational programming, PEAK Grantmaking is now poised to engage a new leader to lead philanthropy to achieve more efficient, values-driven grantmaking. The new leader will engage with the following opportunities and challenges:

- **Vision & Leadership.** Partner with the Board and staff to articulate and implement a vision for the future of PEAK Grantmaking that elevates the profession and field of grants management as key contributors to philanthropic strategy and effectiveness.

- **Integrating Equity.** Ensure that equity, diversity, inclusion, and awareness of power dynamics are integrated into the vision and strategy for the organization - both internally in the organization’s culture and operations and externally in the work with members and the field.

- **Member Engagement.** Engage effectively across the membership of PEAK – both individuals and organizations - to build the value proposition and support of the organization to lead critical convenings and conversations for the field of grantmaking. Strengthen and increase opportunities for volunteer leadership experience and member thought leadership through a strong organizational backbone that engages members in regional chapters and communities of practice.

- **Sector Leadership.** Represent PEAK externally and serve as an ambassador, thought leader, and collaborator within the broader philanthropic community and the field of philanthropy serving organizations. Elevate PEAK’s reputation and credibility as an investor brand with sector leaders, decision makers, influencers, and media by increasing PEAK’s participation in leading sector conversations.

- **Organizational Management.** Strengthen internal infrastructure, improve services and internal systems, and monitor their effectiveness in meeting the organization’s mission balanced by responsible fiscal management. Leverage technology to support member recruitment, member engagement, a strong voice on practice change, and data intelligence.

- **Development & Fundraising.** Grow and diversify the organization’s funding base through new and innovative partnerships and build robust, trusting relationships with key funders.

- **Team & Culture.** Inspire, lead, and manage a diverse and talented team of professionals in a virtual environment and foster a culture of connectivity, inclusion, shared values, enthusiasm for the work, and high performance.

QUALIFICATIONS OF THE IDEAL CANDIDATE

While no one candidate will embody all the qualifications enumerated below, the ideal candidate will possess many of the following professional and personal abilities, attributes and experiences:

**Vision for the Field that Centers the Profession of Grants Management**

- Deep commitment to the field of philanthropy and a sophisticated understanding of the role that grants management plays in supporting the broader field of philanthropy in achieving impact.
• Keen understanding of current trends in philanthropy and within philanthropic affinity groups/philanthropy-serving organizations, with a demonstrated learning orientation and ability to adapt and innovate; ability to inspire and sustain member relationships and leadership in the organization.

• Experience building community or creating a dynamic space that invites others in for learning and collaboration; ability to elevate areas of collective interest and champion compelling ideas to meaningful action.

Leadership & Management
• At least ten years of progressive leadership experience in a philanthropic or nonprofit organization; direct experience as a grantmaker strongly preferred.

• Proven experience developing innovative programs and initiatives that advance shared values and goals; vision and drive to support an idea from concept to reality and a commitment to developing timely, responsive, and field relevant initiatives.

• Experienced team leader and manager with the ability to move people toward a shared vision; proven ability to create management structures that support team processes and decision making.

• Demonstrated experience supporting an organization during a time of transformative change.

• Organizational acumen earned through experience leading staff in all facets of operations, from talent and budget management to strategic planning and communications.

Values & Approach
• Passion, creativity, and deep commitment to equity necessary for important mission-driven work in a dynamic organization and field.

• Creative thinking that sees opportunities and innovations beyond the traditional solutions.

• Exceptional communication skills paired with a relational style and high emotional intelligence.

Requirements
• Willingness to travel at least 50% of the work schedule.

TO APPLY

Compensation: The salary range for the President and CEO role is $225,000-250,000 per year, commensurate with experience.

PEAK Grantmaking is partnering with Katherine Jacobs, Linh Nguyen, and Cara Pearsall of NPAG to manage applications. To apply, send a cover letter describing your interest and qualifications, your resume (in Word format), and where you learned of the position to PEAK-CEO@nonprofitprofessionals.com. In order to expedite the internal sorting and reviewing process, please type your name (Last, First) as the only contents in the subject line of your e-mail.

*Equal opportunity and having a diverse staff are fundamental principles of PEAK Grantmaking, where employment and promotional opportunities are based on individual capabilities and qualifications without regard to race, color, religion, gender, pregnancy, sexual*
orientation/affectional preference, age, national origin, marital status, citizenship, disability, veteran status or any other protected category as established under law.