

## Executive Director Applicant Qualifications

### EDUCATIONAL BACKGROUND

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Applicants for this position will have educational accomplishments that include earning a bachelor's degree. Preferred applicants will also have earned a graduate degree and/or have equivalent job-related experience.

### PRIOR EXPERIENCE AND QUALIFICATIONS

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Successful applicants will have demonstrated most of the following traits, abilities, experience and accomplishments:

#### A. TRAITS & ABILITIES

- An inspirational leadership style that is transparent and approachable while emphasizing equity, respect, collaboration, empathy, inclusion, celebration of achievements, and continuing development of the organization's staff
- Creative and visionary thinking
- The ability to clearly articulate "the vision", "the mission" and their supporting strategies
- The ability to encourage, stimulate and coach others to think, strategize and advocate on a large scale
- Cultural self-awareness, including the ability to address issues of privilege while working across cultural differences
- The ability to build and maintain strong relationships with diverse groups and individuals

#### B. PRIOR EXPERIENCE

- Successful oral and written communication with diverse audiences
- Demonstrating a passion for implementing and supporting policies and practices that promote diversity, equity and inclusion principles into group culture, including organizational policies and practices
- Experience building and stewarding positive relationships with diverse communities
- A minimum of 5 years' experience as a leader in an organization with a multidisciplinary team
- Results in fundraising, particularly with regard to major donors, foundations and corporate donors. The ability to quickly identify and act on both fundraising opportunities and risks
- Success working with, on or for a board of directors
- Success implementing the strategic and business plans of an active and complex organization
- An understanding of the principles of finance, accounting and investment management with the skill to oversee planning, management and execution an operating budget in excess of \$1 million
- Proficiency with relevant technology and software applications and the capacity to stay current
- Success in writing grant applications that win approval