

PLEN

The Public Leadership Education Network | Preparing Women to Lead

Position Description

Are you passionate about advancing women's policy and political leadership? Are you a creative and energetic team leader looking for your next step? Do you thrive in environments where you're given a lot of responsibility and autonomy?

The Public Leadership Education Network (PLEN) seeks a full time Executive Director to lead a dynamic team of staff and interns. The Executive Director will drive the organization's overall strategy, fundraising, and operations and will report to the Board of Directors.

About PLEN:

The Public Leadership Education Network (PLEN) is the *only* national organization with the sole focus of preparing college women for leadership in the public policy arena. PLEN is a nonpartisan 501(c)(3) organization based in Washington, D.C. Our mission is to increase the number of women in top leadership positions influencing all aspects of the public policy process. Each year, PLEN brings hundreds of women students from colleges and universities across the country to Washington, D.C. Our programs allow them to experience first-hand how public policy is shaped and implemented at the national level and prepare them to become leaders.

Key Responsibilities:

Fundraising (50%):

- Serve as primary fundraiser for the organization and oversee corporate, foundation, and individual fundraising efforts.
- Provide support and encouragement to the Board of Directors around their fundraising efforts;
- Manage the Mentor Awards, the organization's main fundraising event of the year;
- Serve as the main point of contact for academic institutions (including campus visits post-COVID).

Organizational Strategy & Program Development (25%):

- Lead organizational strategic planning process in collaboration with Board of Directors;
- Conceive and implement new programs to meet the evolving needs and interests of students, schools, employers, and policymakers;
- Manage program evaluation process.

Administration/Management (25%):

- Develop and oversee the organization's budget and cash flow projections in consultation with the board of directors;
- Manage the organization's finances, including liaising with outside bookkeeper;

- Manage two full-time program staff;
- Coordinate and grow the Board of Directors and Advisory Council;
- Oversee annual independent financial audit;
- Oversee all operations and HR functions.

Qualifications:

- Bachelor's degree and at least 7 years of professional leadership experience, preferably with a nonprofit;
- Exceptional and proven manager of people and programs;
- Excellent written and oral communications skills;
- Track record of successful fundraising efforts in at least two of the following areas: foundations, corporations, or individuals;
- Superb relationship builder with excellent follow through;
- Familiarity with a broad range of public policy, current affairs, and politics;
- Highly motivated self-starter and problem solver with strong work ethic and can-do attitude;
- Working knowledge of nonprofit finances and budgeting;
- Flexibility for travel in and around DC metro area regularly, some travel to US colleges & universities (post-COVID), and ability to work some evening/weekend hours if needed;
- Knowledge of higher education landscape/institutions a plus;
- Calm under pressure;
- Proven ability to interface with the public in a customer-focused environment;
- Sense of humor; and
- Deep commitment to PLEN's mission.

Other Requirements:

At the moment, this position is fully remote but will be based in Washington, DC post-COVID. Work is generally performed in an office setting, but the Executive Director may be required to work in other settings conducive to performing the tasks required to complete assignments. Travel around the DC metro area and extended hours may be occasionally required.

Compensation:

Salary commensurate with experience. Excellent benefits package including health coverage; paid annual, sick, and holiday leave; retirement; and other benefits.

To apply:

Submit a cover letter, resume, and a non-academic writing sample in one PDF file to EDsearch@plen.org. Qualified candidates will be contacted on a rolling basis. No phone calls.

PLEN is an Equal Opportunity Employer. People of all backgrounds are encouraged to apply. PLEN does not and shall not discriminate on the basis of race, color, religion, sex, gender, gender expression, age, national origin, disability, marital status, sexual orientation, or military status, in any of its activities or operations. We are committed to providing an inclusive and welcoming environment for our staff, volunteers, program participants, and community.