

## **PLEN Executive Director Position Description**

*Are you passionate about promoting diverse, inclusive leadership in policy making? Do you have a passion for advancing women and other marginalized gender groups in policy and political leadership? Are you a creative and energetic team leader looking for your next professional 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 a highly supportive Board of Directors.

### **About PLEN**

The Public Leadership Education Network (PLEN) is the only national organization with the sole focus of preparing college women and individuals from other marginalized gender groups for leadership in the public policy arena. PLEN is a nonpartisan 501(c)(3) organization based in Washington, D.C. Our mission is to empower, educate, and engage women and marginalized gender groups in public policy to promote diverse, inclusive leadership in policy making. Each year, PLEN brings hundreds of 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 and Institutional Development (50%):*

- Serve as primary fundraiser and main point of contact for the organization and oversee corporate, foundation, and individual fundraising efforts, including grants;
- Conduct outreach to increase member institutions;
- Provide support and encouragement to the Board of Directors around their fundraising efforts; and
- Manage the Mentor Awards, the organization's main fundraising event of the year.

#### *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%):*

- Oversee all operations and HR functions, including the supervision of two full-time program staff; HR Board liaison and Executive Committee support HR functions;
- Develop the organization's budget and cash flow projections in consultation with the Board of Directors and external accounting firm; oversee and manage annual independent financial audit; and
- Coordinate and grow the Board of Directors and engage with the Advisory Council to help fulfill the objectives of the organization.

## **Qualifications**

- Deep commitment to PLEN's mission and demonstrated experience using a diversity, equity, inclusion and justice lens (either for work or volunteer experiences);
- Bachelor's degree and 5-7 years of professional leadership experience, preferably with a nonprofit;
- Highly motivated self-starter and problem solver with strong work ethic who's curious and desires to learn and grow in the role;
- Superb relationship builder with strong interpersonal skills who approaches working a room or prospect list with fearlessness and enthusiasm;
- Flexible mindset who can easily adapt to last minute changes in programming, fundraising ups and downs and wrangling a highly supportive but busy Board;
- Proven manager of people and programs; including performance management and training/development identification; ability to have difficult conversations and manage any conflict that arises;
- Track record of successful fundraising efforts in at least two of the following areas: foundations, corporations, or individuals;
- Familiarity with a broad range of public policy, current affairs, and politics;
- Excellent written and oral communications skills;
- Working knowledge of finances and budgeting;
- Ability to travel in and around DC metro area regularly, some travel to U.S. colleges and universities and ability to work some evening/weekend hours if needed; and
- Knowledge of higher education landscape/institutions a plus.

## **Other Requirements**

The position is based in Washington, D.C. 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, including onsite at location during seminars. The Executive Director can also dictate the in-office schedule for themselves and staff. Travel around the DC metro area and extended hours are occasionally required around programs and events. As a non-profit centered in education and leadership, we believe in professional development for all, including our Executive Director. Executive coaching will be an expected requirement and opportunity.

## **Compensation**

Salary ranges from \$85,000-\$120,000 and is 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](mailto: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.*