

## Job Description: Executive Director

**Innovation Network** ([www.innonet.org](http://www.innonet.org)), a national nonprofit service provider based in Washington, D.C., seeks an **Executive Director**.

Innovation Network provides evaluation services and builds the evaluation capacity of nonprofit organizations and grantmakers. We offer consulting services, training, and online planning and evaluation tools. Our services help organizations define their goals, understand how they are performing (e.g., what is working and where there is room for improvement), and demonstrate their results to stakeholders and funders.

Innovation Network's organizational culture values teamwork, individual accountability, and excellent client service. With an annual operating budget of approximately \$1 million, Innovation Network is governed by a six-member volunteer board of directors, and employs 10-12 professional staff plus seasonal interns.

For more information about Innovation Network, please visit our website at [www.innonet.org](http://www.innonet.org).

### **Responsibilities:**

#### *Fundraising*

- Cultivate new clients and contracts that support and grow Innovation Network's financial resources and strengthen its financial position.
- Diversify the organization's sources of income, generate unrestricted discretionary income, and build a reserve fund.

#### *Board Relations*

- Develop a national board of directors and work with the board to further sharpen the organization's strategic direction.

#### *Strategy/Planning*

- Develop and grow Innovation Network's emerging practices areas (e.g. advocacy evaluation, capacity building, women's issues).
- Develop and implement a sustainable business model and marketing strategy for the Point K web-based resource center.



*Advocacy*

- Be an articulate spokesperson and persuasive champion for equipping nonprofit organizations with practical and worthwhile evaluation tools, resources, and know-how.

*Management*

- Lead the staff in strengthening the organization's infrastructure and formalizing its client relationship management and consulting practices.
- Support and engage Innovation Network staff in aligning their roles and the organization's structure with its strategic direction.

## Executive Director Candidate Qualifications

### **Required:**

- Experienced fundraiser for organizations with annual budgets of \$1 million or greater with proven track record in maintaining and building annual fundraising levels of at least \$750,000.
- Established network within the nonprofit funding community, with demonstrable success in cultivating and maintaining relationships with foundations, corporations, government agencies, and individuals.
- 7 to 10 years experience in senior level management, including working with and developing a board of directors.
- Respected reputation as a nonprofit leader with the ability to implement practical strategic plans.
- Skilled communicator and dynamic public speaker.

### **Preferred:**

- Understanding of program evaluation, and demonstrated interest in the power of evaluation and capacity building to strengthen nonprofit organizations.
- Familiarity with web-based technologies and marketing.
- Master's degree (or other advanced degree) in related field.

### **Personal Qualities:**

The successful candidate will have extensive knowledge of grantmaking and the grantmaking community. She or he will be familiar and comfortable with the challenges and opportunities of business development for organizations with a social mission. An inspiring leader, he or she will encourage field-building and move the organization to its next level.

**Travel:** Up to 25 percent.

**Compensation:** Salary negotiable based on experience.

*Innovation Network is an Equal Opportunity Employer that values workplace diversity.  
Women and persons of color are strongly encouraged to apply.*

Interviews will begin in late March, 2007.

**To Apply:** Please send an email with your cover letter, resume, and salary requirements attached to:

Email: [resumes@innonet.org](mailto:resumes@innonet.org) (Subject = ATTN: Executive Search Committee)

Though we prefer to receive materials by email, you may also send them by:

Mail: Innovation Network, Inc.  
ATTN: Executive Search Committee  
1625 K Street, NW, 11<sup>th</sup> Floor  
Washington, DC 20006

Fax: 202-728-0136  
ATTN: Executive Search Committee