



## **Job Announcement: Executive Director**

Princeton AlumniCorps supports community organizations committed to building a more just, equitable and sustainable society by developing and engaging leaders and professionals of all ages to advance social change.

Founded in 1989 as Princeton Project 55, Princeton AlumniCorps is an independent, alumni-led 501(c)(3) nonprofit organization. Our current programs place recent graduates in nonprofit fellowships, provide leadership training for nonprofit professionals, engage alumni in strategic volunteer opportunities, and leverage the network of organizations and people with whom we work to effect social change. Our programs operate primarily in NYC, Chicago, Boston, San Francisco, New Jersey, and Washington, DC. Princeton AlumniCorps currently has a 7-person professional staff, two contracted facilitators, a highly engaged Board of Directors, more than 200 volunteers in cities across the country, and an annual budget of approximately \$750,000.

Our work is guided by seven core values: Thoughtful Engagement, Systemic Solutions, Empathic Partnership, Intergenerational Insights, Vigorous Dialogue, Reciprocal Mentorship, and Longevity. With the new Executive Director, Princeton AlumniCorps will renew its organizational strategic plan, which is to include new programmatic initiatives and a major fundraising campaign. The new Executive Director will be expected to uphold the organization's values, enthusiastically pursue our mission, complete the existing strategic plan, help lead the development of the next one, and play a major role in the current fundraising campaign and future fundraising.

For more information about AlumniCorps' programs, leadership, and strategic plan, please visit [www.alumnicorps.org](http://www.alumnicorps.org).

### **Position Overview and Responsibilities**

Princeton AlumniCorps seeks a visionary leader, excellent manager, and talented fundraiser as its next Executive Director. The next Executive Director will inherit a growing organization with a clear and compelling trajectory that is going through a major transition, as younger alumni fully assume the leadership and fundraising roles played by members of the Class of 1955. The person in this crucial role will be challenged to build on the considerable history of Princeton AlumniCorps, while harnessing new energy toward expanded impact and ensured perpetuity.

Partners in this work include both long-time and new board members, alumni of our programs, a growing pool of donors at all levels, a national network of partner nonprofits and affiliate programs, and passionate volunteers. The new Executive Director will also benefit from and be responsible for developing a small-and-mighty staff team who possess deep professional expertise in their areas and are committed to the organization.

The Executive Director is responsible for the organization's consistent achievement of its mission through its operational and financial objectives. The Executive Director must be organized, independently motivated, an experienced communicator, an enthusiastic fundraiser, and a fundamentally collaborative colleague to successfully oversee the day-to-day functions of Princeton AlumniCorps. He, she, they must have the ability to move capably and confidently among a wide range of responsibilities including program development, financial management, human resources, fundraising, public relations, board and volunteer relations, building management, and staff oversight. The Executive Director reports to the Princeton AlumniCorps President, Chair, and Board of Directors.

## **The Executive Director has responsibility for the following areas and functions:**

### **Administration and Program Management:**

1. Partner with the Board to establish a new AlumniCorps Strategic Plan, including setting priorities; developing implementation plans; supporting staff, volunteers, and board members in making consistent and timely progress toward strategic goals; and tracking and reporting progress toward goals.
2. Provide leadership in developing annual program, organizational, and financial plans with the Board of Directors and staff.
3. Provide leadership and guidance to staff delivering program, organization and structural plans as adopted by the board.
4. Promote active and broad participation by volunteers in all areas of the organization's work.
5. Work as a partner with the Executive Committee and Nominating Committee Chair to continually strengthen governance practices and Board composition
6. Maintain a working knowledge of significant developments and trends in the social impact and leadership development fields.

### **Communications:**

1. Ensure that the board is kept fully informed on the condition of the organization and all important factors influencing it.
2. Ensure that there is publicity to key constituents surrounding the activities of the organization, its programs, goals and fundraising needs.
3. Establish sound working relationships and cooperative arrangements with community groups and organizations.
4. Along with officers of the organization, represent the programs and point of view of the organization to agencies, organizations, the general public, and key Princeton University offices and leaders.

### **Development:**

1. In concert with the Development Manager and Development Steering Group, lead an annual fundraising strategy consisting of an annual campaign, grants, constituency-based outreach, major donor solicitations, special events, and foundation and corporate solicitation.
2. Play a leadership role as strategist, front-line fundraiser, and organizational spokesperson for major gift solicitations, as part of the current fundraising campaign
3. Beyond the campaign, continue to develop ongoing sources and approaches for solicitation of major gift contributions to sustain the work of the organization.

### **Human Resources:**

1. Be responsible for the recruitment, employment, and release of senior leadership staff and provide guidance on senior leadership employment decisions for both paid direct report staff and volunteers; recognize the importance of and promote diversity in the recruitment of staff and volunteers.
2. Actively evaluate senior leadership performance, provide guidance on senior leadership evaluation of direct reports and support professional development of all staff.
3. Maintain a climate, which attracts, retains, and motivates a diverse staff of top quality people.

### **Budget, Finance and Legal Responsibilities:**

1. Develop and maintain sound financial practices.
2. Work with the staff, Finance Committee, and the Executive Officers to prepare a balanced budget; manage expenses to ensure that the organization operates within budget guidelines and within fundraising capability.
3. Ensure that adequate funds are available to permit the organization to carry out its work. As necessary, align the organization's expenses and program aspirations to align with its revenues.
4. Jointly, with the designated officers of the Board of Directors, conduct official correspondence of the organization, and execute legal documents.

**The ideal candidate will:**

- Bring an authentic passion for the mission and work of Princeton AlumniCorps.
- Be an inspirational leader who can bring diverse audiences together around a shared vision and common goals.
- Have experience leading teams of accomplished, mission-driven professional staff for whom collaboration is an essential mode.
- Be committed to the professional growth and development of the staff, including creating pathways of advancement within the organization.
- Demonstrate the ability to gather input and make high-level decisions in a timely manner.
- Have a track record of executing on strategic priorities.
- Have a track record of fundraising success and a well-developed network of relevant contacts in the philanthropic and nonprofit world.
- Be an expert manager of finances and operations.
- Lead the organization through a lens of equity and justice
- Demonstrate a personal and professional commitment to diversity, equity, and inclusion.
- Possess excellent interpersonal and communications skills, including the ability to connect with the full spectrum of stakeholders integral to Princeton AlumniCorps: alumni of all ages who are dispersed across the country, partner organizations working on a range of public issues, university students and administrators, and philanthropic supporters.
- Write and speak eloquently and effectively on behalf of Princeton AlumniCorps.
- Embrace opportunities to learn and implement new tech tools.
- Have experience working closely with volunteers in remote locations on governance, organizational development, strategic planning, and fundraising initiatives.
- Balance competing priorities and challenging situations with finesse, aplomb, and sound judgment.
- Have at least 5 years of management experience in a complex, multifaceted social organization. Experience with nonprofit boards and building maintenance are both preferable.
- Possess a bachelor's degree (Master's preferred but not required)
- Approach this role with flexibility, good humor, steadiness under pressure, optimism, humility, and a sense of mission.

**Compensation and Location:**

Salary is \$98 - \$104, 000. This is a full-time position. Compensation includes medical and dental insurance, retirement benefits, 25 days of paid time off annually, and generous holidays. Position is hybrid with space and opportunity for fully in-person at office based in Princeton, NJ. Some travel is required. AlumniCorps encourages applications from People of Color, LGBTQ persons, and other underrepresented groups.

**How to Apply**

To apply for this position, please email your resume and letter of interest, to [kcarlos@alumni corps.org](mailto:kcarlos@alumni corps.org) with "Executive Director" in the subject line of the email. Applications will be reviewed on a rolling basis until the position is filled.