

## **Staffing Announcement Executive Director, Grants Managers Network**

The Grants Managers Network (GMN) provides a forum to exchange information about grants management and its relevance to efficient and effective grant making. GMN has more than 1,100 members nationwide representing 750+ private, community and corporate foundations. Twelve regional groups also support members--principally through periodic convenings--to discuss legal, technological, financial and other professional topics of mutual interest.

GMN enjoyed rapid membership growth in its first sixteen years of existence. The organization's activities have also grown considerably, both in scope and complexity, as it has expanded the support it provides to members and become a national voice for the sector. As a result, GMN is now seeking a full-time Executive Director, working in close partnership with the Board of Directors, to represent the institution and manage the organization's activities.

### **Position Summary**

The Executive Director will be responsible for executing the major objectives of the institution, as articulated by the Board. He or she will provide leadership and oversight to all of GMN's activities, represent GMN to its constituencies, and serve as the organization's primary spokesperson for interactions with the philanthropic and nonprofit communities, regulatory bodies, funders, and general public.

He or she will be responsible for advocating on behalf of and ensuring the ongoing delivery of quality services to GMN's members in a cost-effective, responsible manner; establishing and implementing organizational policies and procedures; raising sufficient funds to support the organization's activities; identifying staffing needs and managing personnel and contractual relationships; and, analyzing and evaluating the effectiveness of GMN's operations.

### **Location and Compensation**

The office location will be determined by the selection of the Executive Director. Once a final candidate is chosen, the Board and Executive Director will explore options for leasing space from a local foundation or nonprofit. A comprehensive salary and benefits package will be offered commensurate with salary requirements and experience.

### **Qualifications**

- Bachelor's degree required. Master's degree preferred, or equivalent experience
- Minimum 7-10 years leadership experience in a foundation or nonprofit, preferably with previous grants management exposure
- Experienced manager with knowledge of best practices in organizational effectiveness, fundraising, financial management, public relations, marketing, and technology development

To apply, please send a resume and cover letter including salary information to the Search Committee at [gmn.ed.search@gmail.com](mailto:gmn.ed.search@gmail.com) by February 15, 2008. **No phone calls please.**

*Equal opportunity and having a diverse staff are fundamental principles of the Grants Managers Network, where employment and promotional opportunities are based on individual capabilities and qualifications without regard to race, color, religion, gender, pregnancy, sexual orientation/affectational preference, age, national origin, marital status, citizenship, disability, veteran status or any other protected category as established under law.*