

(This search ended in May, 2002, with the appointment of Chuck Bean, currently program officer at the Washington Regional Association of Grantmakers, where he oversees the Community Capacity Fund. Previously, Mr. Bean was deputy director of the EZ/EC Foundation Consortium, and vice president for programs at Eureka Communities.)

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**Job Announcement**  
**Nonprofit Roundtable of Greater Washington**  
**Executive Director**  
(Posted: January 9, 2002)

The Nonprofit Roundtable of Greater Washington, a new membership organization that seeks to give the nonprofit sector a greater voice in the Washington, DC, metropolitan region, is looking for its first executive director. This is an exceptional opportunity for an individual with vision who has a deep understanding of the role and capacity of the nonprofit sector and is committed to helping the sector expand its influence in the resolution of key issues that affect the region. Applications will be accepted until this position is filled.

**The Organization**

The Nonprofit Roundtable of Greater Washington is a new organization whose purpose is to give the local nonprofit community a greater voice in issues that affect the future of the metropolitan region. Just as the Greater Washington Board of Trade brings together business leaders and the Metropolitan Washington Council of Governments brings together local government leaders, the Nonprofit Roundtable will bring together the leaders of 501(c)(3) nonprofit organizations that provide services in health, education, social services, the arts, and other key areas for the more than 4 million people who live in a region that spans the District of Columbia and several counties in Maryland and Virginia.

The Roundtable's members will be the presidents and executive directors, i.e. the chief executive officers, of nonprofit organizations that are diverse in terms of size and mission, but are united in their effort to strengthen the collective voice of the nonprofit community, to increase its visibility and influence in the region, and to mobilize its resources across regional lines. This last point—thinking about the region as one entity, instead of seeing issues as the province of only Maryland, Virginia, or the District of Columbia—is a key objective of the Roundtable.

To carry out these objectives, the Roundtable will initially focus on strategies that increase the visibility of the nonprofit sector and foster the sector's leadership and influence in the region. The Roundtable plans to develop a research program to produce data that will help shape its priorities and viewpoints on relevant issues.

The Roundtable began as an informal group of nonprofit CEOs a few years ago. Later this year it will complete the process of incorporating as a nonprofit organization, including obtaining IRS approval as a 501(c)(3) organization. (In the meantime, it is operating as a program of the

Community Foundation of the National Capital Region.) In recent months, under the leadership of a Formation Team (a group of about 30 executive directors), the Roundtable has attracted more than 60 members and launched several activities. While it seeks its first executive director, the Roundtable is also assembling its initial board of directors, which will be made up primarily of CEOs of member organizations.

The Roundtable is being financed initially by seed grants from several local foundations, plus member dues, which should grow over time, as should revenue from income-generating activities such as publication sales and meeting registration fees. One of the challenges for the executive director will be to develop a financial strategy that insures the long-term fiscal health of the organization.

For more information about the Nonprofit Roundtable, which does not yet have its own website, go to: <http://www.SlesingerManagement.com/Roundtable/>.

### **Principal Responsibilities of the Executive Director**

The Executive Director will be the chief staff person of an organization that initially will have a staff of two. The second position is a junior slot that will have a blend of programmatic and support responsibilities that will be defined more precisely and then filled once the executive director has been appointed.

Key responsibilities of the Executive Director will include:

1. Develop and implement programs and services that support the Roundtable's mission and establish its identity as a lead organization for the nonprofit sector in the region.
2. Expand the Roundtable's membership by recruiting and engaging executive directors from nonprofit organizations in the metropolitan area.
3. Serve as the organization's spokesperson, including discussing before the media and in public settings the issues of the region and formulating and articulating the Roundtable's response to such issues.
4. Develop and support the board of directors so it will work in close partnership with the executive director.
5. Develop and implement a financial strategy that will likely include grants from foundations, corporations, and individuals; member dues; and earned income from products and services.
6. Build relationships with leaders at other key organizations in the business, public, and nonprofit sectors that are concerned with the health of the Washington metropolitan region.
7. Oversee the day-to-day operations of an organization whose work will be carried out by the initial staff of two, members who volunteer to serve on committees and task forces, and contractors who are engaged for discrete projects and tasks.

## **Desired Skills and Personal Characteristics**

The Executive Director should be:

1. Knowledgeable about the work of nonprofit organizations. A successful track record in a senior management role at a nonprofit organization would be very helpful.
2. Knowledgeable about the Washington, DC, metropolitan area—although the search committee will consider candidates unfamiliar with the region if they have strong relevant experience elsewhere.
3. Knowledgeable about the work of associations, especially those that began without any fulltime staff and then made the transition to its first fulltime Executive Director.
4. Capable of working effectively with board members, many of whom are likely to have been instrumental in conceiving and giving definition to the organization. An ability to share power with the board, while insuring that decisions get made in a timely way, is critical.
5. Exceptionally well-organized, capable of managing multiple projects effectively, on time, and within budget.
6. A self-starter who is comfortable working in a very small office, where key working relationships with board members and the membership in general will take place most frequently via email and telephone.
7. An excellent communicator, able to represent the Nonprofit Roundtable by attending or speaking at key conferences and meetings.
8. Familiar with research methodologies to support the Roundtable's efforts to collect and disseminate relevant data.
9. Comfortable in raising money from foundations and members to support the Roundtable's agenda.
10. Creative and entrepreneurially oriented to help the Roundtable find the best ways to carry out its mission. The new board will expect the executive director to identify and recommend programs and services that the organization should adopt, not just implement ideas that originate within the membership.

## **Desired Experience**

Besides the comments related to experience noted above, the Executive Director should have at least ten years of nonprofit or relevant management experience, ideally including some start-up experience.

## **Compensation**

Salary will be commensurate with experience and qualifications. Compensation also includes a comprehensive benefits package that will be created once the board is in place.

**To Apply**

Please **e-mail** (or mail) a cover letter, resume, and three-year salary history (which will be held in strict confidence) to:

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(This job announcement can also be found at [www.SlesingerManagement.com](http://www.SlesingerManagement.com).)

*The Nonprofit Roundtable is an Equal Opportunity Employer.*