

(This search was completed in February, 1999, with the appointment of Kae Dakin, executive director of the Physician Assistant Foundation and former executive director of Leadership America. The search was conducted with Nancy Axelrod, Principal of NonProfit Leadership Services.)

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Position Specification

**Washington Regional Association of Grantmakers (WRAG)  
Executive Director  
(posted November 25, 1998)**

*The Washington Regional Association of Grantmakers (WRAG)*, located in downtown Washington, D.C., is a growing regional membership association of 110 corporate, family and private grantmakers whose mission is to promote and support effective and responsible philanthropy by:

- Increasing the understanding of regional, national, and international issues as they apply to the greater Washington grantmaking community;
- Increasing the effectiveness of funders by improving the skills of staff and trustees;
- Facilitating a sense of cooperation and responsiveness to emerging community needs through a capacity to encourage joint ventures, a willingness to explore new areas, and an ability to respond cooperatively to community crises;
- Building bridges between grantmakers and grantseekers; and
- Serving as a voice and advocate for philanthropy and, by extension, grantseeking organizations.

WRAG, which was established in 1991, has a total budget of approximately \$2.2 million which includes its core operating budget (\$235,000); Washington AIDS Partnership (a \$1 million annual collaborative of 27 funders) which WRAG manages; and the Community Development Support Collaborative (a 3 year, \$3 million collaborative of 27 funders) for which WRAG serves as fiscal agent. WRAG has a staff of six, two of whom manage the Washington AIDS Partnership. WRAG is governed by a 15-person Board of Directors, whose members are primarily chief executives of member foundations.

Additional information is available at WRAG's web site: [www.wrag.org](http://www.wrag.org).

**Reporting relationship**

The Executive Director functions as the chief executive officer and reports directly to the Board of Directors.

## **Responsibilities**

WRAG is a young organization with considerable room for growth. The Executive Director's responsibilities include:

### ***Strategic Planning and Communications:***

- brings vision and leadership to WRAG to develop plans for WRAG initiatives, programs and services;
- develops and implements a communications plan to support the expansion of philanthropy and raise the profile of the local nonprofit sector. Essential to this task is the ability to foster working relationships with elected and appointed officials, private sector leaders, the media, nonprofit coalitions and organizations dedicated to building civic infrastructure in the region; and
- expands the resource base for WRAG through membership recruitment and fund development.

### ***Board Management:***

- implements decisions made and policies adopted by the Board;
- provides staff support to the Board and key committees including Membership and Finance, Nominating, Program, and the Heart of Greater Washington working group (formed to promote philanthropy and the nonprofit sector in the region).
- works with the Board to recruit, retain, and nurture WRAG members.

### ***Member Services:***

- oversees the development and administration of approximately 24 member programs each year; and
- provides technical assistance to members on a wide range of managerial, programmatic, and administrative issues.

### ***Personnel Management:***

- supervises a staff of 6; and
- directs staff work in support of the Board and key committees.

### ***Financial Management and Operations:***

- prepares and manages the annual WRAG operating budget;
- oversees the financial management of WRAG, which includes overseeing the two funding collaboratives housed at WRAG: the Washington AIDS Partnership and the Community Development Support Collaborative; and
- insures compliance with all pertinent D.C, State, and Federal regulations (e.g. 990s, taxes, registration as a charitable agency, etc.).

## **Qualifications and Characteristics**

The successful candidate will have:

- strong financial, organizational and personnel management skills;
- the ability to meet the needs of a diverse membership while also identifying issues and trends of significance to funders and the nonprofit sector;
- strong strategic thinking and implementation skills;
- a deep-rooted commitment to and understanding of the nonprofit sector;
- a working knowledge of philanthropy;
- the ability to build relationships across the public, private and nonprofit sectors;
- an appreciation of the rich diversity of urban environments, and experience in building coalitions that take diverse needs and perspectives into account;
- the ability to set priorities and manage multiple tasks simultaneously; and
- strong written and verbal communications skills.

Leading candidates will have achieved a level of experience appropriate to the position. Demonstrated success in managing a membership service organization and growing an organization is desirable.

## **Educational requirements**

An undergraduate degree and management experience are required; an advanced degree in a relevant field is preferred.

## **Compensation**

Salary will be commensurate with qualifications and experience.

## **To apply**

All applications and nominations will be held in confidence. A cover letter, resume, and salary history for the past two years should be sent by mail or fax by **December 21** to:

WRAG Search  
NonProfit Leadership Services  
P.O. Box 5863  
Washington, DC 20016  
Fax: 301-320-9471

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