

## **The New Hanover Community Endowment's Executive Vice President (Programs & Operations) Position Overview**

The New Hanover Community Endowment (NHCE) is seeking a seasoned, equity-centered, strategic-thinking, and process-minded individual for the role of Executive Vice President for Programs and Operations. The role will serve as the thought-partner to the CEO and second in leadership within the Endowment. The Executive Vice President (EVP) will lead strategic grantmaking and internal systems and processes, allowing the CEO to focus on key components of the organization including board relations & development, external partnerships, and overall vision & strategy development. This role will directly partner with the CEO in the development of equity as the cultural center of both the internal and external work of the Endowment. This leader will lead the design, implementation, and monitoring of NHCE's strategic impact efforts and internal operations. The leader will work with an internal team and external experts in helping to stand up all functions of the Endowment. The successful candidate will have demonstrated the ability to understand and solve complex problems. This leader will have exceptional strategic thinking and communications skills and a demonstrated record of making transformational change in communities as well as within organizations.

**The ideal candidate will have a background in developing and measuring equity and inclusion outcomes for organizational development as well as in community facing work. The candidate will also have knowledge of best practices of strategy development toward sustaining community impact and internal operations, using Key Performance Indicators (KPI's). They will also account for equity outcomes within KPI's as well. The candidate has prior success coordinating large departments/units across an organization. Overall, the candidate will have experience in aligning the core values of the organization across all aspects of its work.**

The EVP will partner with other members of the senior leadership team in strategic decision making, ensuring the Endowment's operations and systems ensure successful community facing work. In particular, the role will serve as supervisor to the Endowment's experts in grantmaking and operations.

This will not be an easy role to fulfil. The successful candidate will understand the life cycle of this role (start-up to growth to sustaining). Though this will be a significant and heavy lift for the person who holds this role, it will undoubtedly be a tremendous opportunity for a committed leader who will help create one of the most significant organizations in the state.

## Responsibilities

Reporting to the CEO, the EVP directs team leaders for grantmaking and internal operations and will have the following responsibilities:

- **Organizational Leadership, Strategic Planning, and Implementation (70%)**
  - Partner with the area's key thought leaders, community-based organizations, and residents to identify and fund bold and innovative strategies that will have an impact on the strategic priorities of NHCE.
  - Lead implementation and monitoring of processes and solutions to ensure the integration of strategic direction and impact goals.
  - Create an environment of transparency, collaboration, and cultural integration across all NHCE initiatives that foster and enable integration of efforts between organizations.
  - Build and manage diverse and high-performance team. Tasks will include hiring, training, motivating, and retaining staff members, evaluating their performance, and ensuring effective collaboration and appropriate opportunities for professional growth and autonomy. Create and support a high performing culture in alignment with the NHCE core values of transparency, integrity, inclusivity, courage, collaboration, and accountability.
  - Works in partnership with the CEO to develop, implement, and monitor the Key Performance Indicators for all aspects of NHCE's strategic plan
  - In conjunction with key stakeholders, anticipate emerging equity needs and social determinant and disparity trends that inform the organization's mission and work.
  - Monitor progress toward NHCE equity and inclusion vision and achievement of our equity and inclusion goals
  - Collaborate with evaluation partners to evaluate NHCE practices and recommend and implement changes to the processes.
  - Leads the equity strategy, supporting all programs in building their equity practice and culture
  - Leads the performance management and evaluation process that measures and evaluates progress against goals for the organization
  - Provides strategic leadership in the development of culturally responsive systems and internal policies
  - Partners with the CEO in essential internal organization leadership activities (human resources, administration, IT, facilities, and organizational planning)

- Partner with Data/Grants Manager to develop KPI's for grantmaking systems
  - Working with other executive leadership members, create, maintain, and/or oversee systems and processes to ensure effective management of the daily activities of program staff and an organizational structure that supports the organization's goals
  - Partner with the CEO in effective engagement of the Board, including planning for and participating in regular Board meetings, committee meetings, and annual Board Retreat
- **Human Resources (25%)**
    - Develops and manages the operations/administrative processes; ensures that administrative data is accurate and timely and follows organizational policies and procedures
    - Oversees Human Resources functions which will include recruiting, onboarding, training, and development of top talent. Develop employee relations norms, compensation and benefits, and performance evaluation
    - Develop a staff development curriculum and educational learning opportunities for the team members of the Endowment
    - Analyzes operations' needs in conjunction with CEO
    - Cultivate NHCE's core values of inclusion, collaboration, innovation, courage, impact, and sustainability within the organization's operations
- **Management and Fiscal Stewardship (5%)**
    - Collaborates with CEO and CFO to monitor organizational budget, develop strategies to control expenditures and achieve a balanced budget

## **Key Qualifications**

The successful candidate must believe in NHCE's core values of Integrity, Transparency, Inclusivity, Courage, Collaboration, Accountability and driven by equity. The candidate should demonstrate a passion for breaking new ground to lead social change. The EVP will possess experience, knowledge, and competencies in the following areas:

- Culture strengthener - Will be strategic in building teams and creating an organizational culture that values their experience and their differences, ensuring the organization's stated values are integrated into the operational infrastructure.

- Entrepreneurial Experience - Will have experience building an organization and designing and implementing operational systems, leading recruitment efforts for staff building, and will have a long-range view of the growth of NHCE.
- Leadership Skills and Acumen - Inspirational leader will have exceptional capacity for managing and leading people; a team builder who has experience in scaling up organizations; capacity to develop and empower top-notch leaders from the bottom up and cultivate entrepreneurship.
- Results Driven - Demonstrated history of exemplary measurable results, growth and sustained financial strength. Demonstrated history of launching a new organization, new division, new product, new service, and achieving significant measurable outcomes (not just output measures).
- Strategic Vision and Agility - Ability to think strategically, anticipate future consequences and trends, and incorporate them into the organizational plan.
- Action Oriented - Enjoys working hard and looks for challenges; able to act and react as necessary, even if limited information is available; not afraid to take charge of a situation; can overcome resistance to leadership and take unpopular stands when necessary
- Work Background - In community transformation and operations leadership. At least 15 years in being progressively responsible in leading aspects of an organization's business.
- General Management - Thorough understanding and broad experience with the full range of business functions and systems, including strategic development and planning, budgeting, business analysis, finance, information systems, human resources, and marketing
- Non-profit experience - Experience with the operations of philanthropy or a not-for-profit organization and will have either personally served on a Board of Directors or worked in a role that required personal interaction and reporting to a Board.
- Educational Background - Undergraduate degree in the Social Sciences, Business, or Health related fields preferred or 20+ years of proven leadership. Advanced degree in relevant fields desired.
- Work Life Balance - Demonstrated ability to not take themselves too seriously and can see the world both for what it is as well as what it can become.