

Posted: November 10, 2015

Location: Flexible

Closing Date: open until filled

Industry: Nonprofit

Type: Full Time

Executive Director, National Organization of Research Development Professionals

The field of Research Development serves an increasingly important role in the strategic deployment and coordination of university and other networked resources in the service of knowledge creation and mobilization, substantially enhancing competitive individual and team research and facilitating research excellence. The National Organization of Research Development Professionals (**NORDP**) is the only professional organization dedicated to the field of Research Development, offering members professional training as well as access to tools and resources, mentoring, and networking opportunities. NORDP also serves as a global voice for research advocacy. Through innovative partnerships with individuals, organizations, and institutions, NORDP seeks to help organizations attract extramural research funding, increase institutional competitiveness, create research relationships, and foster innovation. Foundational to this endeavor is an *outstanding leader*, appointed as Executive Director, having substantial experience in non-profit organizations, and the passion and vision necessary, to chart a bold new course for the next stage of our development as an organization by running our operations.

Organization Description:

The National Organization of Research Development Professionals (NORDP) is a growing all-volunteer 600-member organization. Founded in 2009, NORDP is an international organization that helps university faculty and other researchers mobilize ideas into true knowledge creation. Research development professionals come from universities, colleges, museums, research centers, government agencies, and independent laboratories and institutes. Research development professionals are largely Ph.D.- and Master's-level experts who work directly with faculty and research staff, central administrators, corporate and foundation relations, university federal relations, and officers at government agencies. See more at www.nordp.org

Job Summary:

The Executive Director (ED) will serve as the chief operating officer of the organization, reporting to the NORDP Board of Directors, and will be an *ex officio* non-voting member of the Board. The ED will have overall operational responsibility for NORDP, including the development of budgets; implementation of board decisions regarding organizational policies and procedures, long-range planning, outcome evaluation, and NORDP activities and

educational programs. The ED will participate with the Board in strategic planning, program innovation, and development of a sustainable business model.

Nature and Scope

The major scope of the ED position is to manage the overall operations of the organization and to ensure sustainable, ongoing growth in keeping with organizational goals. The ED is responsible for the infrastructure, systems, and contracted staff and for developing supervisory systems to accomplish this role.

A representative list of the ED's responsibilities includes, but is not limited to, the following:

- Implementing and maintaining sound financial practices
- Operational management of revenue development efforts
- Ensuring compliance with all federal/state/local laws and regulations, advising the board on matters of policy, and providing information and reports to the board on operation of the organization
- Providing assistance and support to standing and ad hoc committees of the organization
- Overseeing the work of contracted staff and support
- Initiating and directing new and ongoing programs
- Analyzing pertinent membership data and information
- Establishing office services to support all operations of the organization
- Acting as a spokesperson to promote the visibility of NORDP to the general public
- Cultivating and maintaining relationships with other relevant organizations

Executive Director Core Responsibilities:

1. Leadership & Management:

- Ensure ongoing excellence in programming, finance and administration, fundraising, communications, and systems
- Ensure that the organization can carry out its long-range strategy to achieve its mission and is making consistent and timely progress
- Ensure effective systems to track scaling progress, and regularly evaluate program components to ensure they remain within the financial means of NORDP
- Maintain official records and documents, and ensure compliance with federal, state and local regulations
- Support work of NORDP committees and working groups, including coordinating programmatic efforts, succession planning, resource provision, and communications

2. Fundraising and Financial Management:

- Work with the Board to ensure sustainable financial growth to permit the organization to carry out its mission, as well as expand revenue-generating opportunities
- Maintain sound financial practices at all times, including clean audits

- Work with the Revenue and Finance Committees and Board to prepare budgets
- Manage contracted staff to ensure effective operations within budget guidelines

3. Communications:

- Ensure that the Board is kept fully informed on the condition of the organization and all important factors influencing it
- Build awareness of the organization's activities, programs and goals within and external to the organization
- Cultivate and maintain sound working relationships and cooperative arrangements with related groups and organizations
- Represent NORDP, its programs and its interests to universities, research-performing institutions, and other agencies and organizations, and the general public
- Where appropriate, work jointly with designated officers of the Board of Directors to conduct the official correspondence of the organization and execute legal documents
- Encourage volunteer development and education, and assist NORDP members to relate their specialized work to the total program of the organization
- Oversee and maintain website, listserv, NORDP blog, and other communications tools

4. Relationship Building:

- Actively engage, energize and cultivate excellent relationships with Board members, event committees, funders, relevant officials, community leaders and volunteers
- Build strong partnerships, establishing and cultivating relationships with funders and political and community leaders

Qualifications:

This position requires a unique combination of education and experience, ideally in an academic research environment. A bachelor's degree is required, a master's degree or higher preferred. Leadership, management, and advocacy experience are required, with a track record of effective operational management and demonstrated ability to work independently. The ED must be committed to the mission of NORDP.

Demonstrable experience and skills must include:

- At least 5 years of progressively responsible management experience
- Experience working with nonprofit organizations and/or boards
- Excellence in organizational management, including the ability to manage and develop high-performance teams; achieve strategic objectives; and develop, manage, and administer budgets
- Strong written and verbal communication skills; excellent interpersonal and multidisciplinary project skills
- Action-oriented, entrepreneurial, and adaptable, with an innovative approach to business planning

- Ability to collaborate effectively with diverse and dispersed groups of people
- Ability to maintain a working knowledge of significant developments and trends in the field
- Ability to work with volunteers and understanding of the role and responsibilities of a volunteer board
- Proficiency in writing and administration of grants, especially in the governmental sector
- Knowledge of educational/training programming for research development professionals

Preferred qualifications include strong marketing or public relations experience, with the ability to engage a wide range of stakeholders and cultures.

Our ideal candidate will operate with passion, idealism, integrity, and will be positive, mission-driven and self-directed, capable of self-supervision and remote work.

Application Guidelines/Contact:

To apply, submit a cover letter and resume or CV to president@nordp.org with the subject line "Executive Director." Please also include a 1-page values statement, as well as salary requirements and three references.

Salary:

Negotiable upon hire.

