

## Executive Director

### Organizational Description:

[EPNO](#)'s mission is to:

- Inspire and educate young leaders to become effective, lifelong philanthropists
- Impact Greater New Orleans through granting funds to tackle some of the region's toughest problems
- Connect local emerging leaders with each other, nonprofits, and the greater community

### Position Overview:

EPNO is seeking a dynamic and civic-minded professional to lead the organization as its first Executive Director. Working closely with EPNO's engaged board, the Executive Director will help guide the organization's next stage of growth while enacting meaningful change in Greater New Orleans.

Reporting to EPNO's board, the Executive Director will lead EPNO's signature grantmaking experience and serve as the public face of the organization. The Executive Director will manage EPNO's day-to-day operations, coordinate its committees, and grow relationships with key stakeholders.

### Responsibilities:

The EPNO Executive Director will be formative to organizational growth and will operate across all of the areas listed below. We recognize that each applicant brings different functional and sector-specific expertise and may not be highly knowledgeable in all areas listed below. We will provide the support necessary to further develop an individual's skills.

#### *Programming*

- Lead the annual [six-month EPNO Grantmaking Program](#) in which participants pool their funds, collaborate on subject-specific teams, and grant funds to local organizations working to positively impact issues they care about
- Coordinate the logistics and day-to-day operations of the EPNO Grantmaking Program, including recruitment, program curriculum, budget, communications, grant management, and participant feedback

#### *Public Engagement*

- Cultivate and manage relationships with organizational stakeholders including young professionals, members of the media, EPNO alumni, and leaders in philanthropy
- Ensure the Greater New Orleans community is informed of EPNO's activities and impact on the community via newsletters, traditional earned media, and social media channels.

#### *Fundraising*

- Coordinate and implement annual fundraising campaign to raise \$50,000-100,000 to finance programming, organizational sustainability and growth, and EPNO's 1:1 matching grants
- Seek and obtain grants from foundations and other grantmaking entities

- Maintain regular analytics on fundraising and donor contributions and provide regular oral and written reports to the board

### *Organizational Management*

- Manage and improve the organization's operations and information systems, including databases, websites, and other technology tools
- Administer financial processes in collaboration with EPNO's treasurer
- Facilitate and attend all meetings of the board, its subcommittees, and task forces as appropriate

### **Qualifications:**

The following skills are required:

- 4+ years of relevant work experience with a track record of leading or improving organizations, initiatives, or systems
- Experience building relationships in multicultural environments and with diverse communities
- Outstanding leadership and management skills
- Knowledge of philanthropy, grant-making, and the grant-writing process
- Drive and initiative to work independently
- Flexibility to work nights and weekends for special events as needed and within reason

The following skills or experiences are also valued:

- Previous EPNO experience, including as an alumnus or past grantee
- Knowledge of New Orleans and its civic associations and organizations
- Significant local non-profit, volunteer, or multi-sector experience
- Experience working with or serving on board of directors
- Experience working with leadership training programs

**Compensation:** \$40,000 to \$50,000 commensurate with experience

**Start Date:** March 1, 2018

### **To apply:**

Please submit a resume and cover letter to [hiring@emergingphilanthropists.org](mailto: hiring@emergingphilanthropists.org). Candidates should briefly explain relevant experiences in the following areas: philanthropy, program management or development, and/or previous EPNO engagement.

EPNO lives its values of equity and inclusion in all facets of our work and strongly encourage candidates with diverse personal and professional experiences to apply. Additionally, while applications from EPNO Alumni are welcome, it is by no means a prerequisite. Candidates committed to EPNO's mission are encouraged to apply for this opportunity.

The deadline to apply is Monday, December 4, 2017 at 12:01 a.m.