

## **Executive Director** for The Data Center (a project of Nonprofit Knowledge Works)

The Data Center is the most trusted resource for data about greater New Orleans and Southeast Louisiana. Founded in 1997, we are fully independent, and we are experts at bringing data together from multiple sources to take a 360-degree look at issues that matter most to our region from the government, business, nonprofit, and community perspectives.

The Data Center is as good at getting data out as it is at putting it together. We assemble information in a way that is easy to understand and to the point. Our reports regularly reach over 100,000 individuals, including neighborhood leaders, members of the media, elected officials, business leaders, and other researchers. In these ways, The Data Center realizes its mission to build prosperous, inclusive, and sustainable communities by making informed decisions possible.

The Data Center's areas of expertise include disaster recovery, regional economic analysis, workforce development, racial disparity indicators, and coastal population movements.

### **JOB SUMMARY**

The key function of the **Executive Director** position is to guide The Data Center's mission of democratizing data into realistic action, ensuring quality standards and ongoing impact of the organization. As the public image of the organization, the function of **Executive Director** is realized through the development of strategic partnerships and collaborative efforts to ensure the appropriate range of applied and relevant community-based projects will drive decisions for sustainability in the region and will reach intended target audiences. The **Executive Director** reports to a Board of Directors and is the leader of The Data Center's management team.

### **KEY DUTIES AND RESPONSIBILITIES**

The list below reflects essential accountabilities for the role of **Executive Director**. It shall not be construed as a detailed description of all work requirements associated with the job.

- Develop or secure expertise needed to execute data analysis projects.
- Provide continuing pro-active leadership to The Data Center Board of Directors and staff to ensure that the mission responds to current community needs and reaches target audiences
- Provide leadership for key data-centered initiatives that focus on long-term impact and that promote sustainability in the products and services provided
- Develop and maintain relationships with civic organizations, business leaders, elected leaders and government agencies that have an interest in The Data Center's data analysis.
- Interact with community leaders, identifying changes in the community served by The Data Center
- Maintain membership on the Board of Directors and its Executive Committee as well as all Board committees
- Meet with the Board of Directors to improve and oversee ongoing governance of the organization
- Act as a liaison between the organization and a range of external stakeholders

### **CORE COMPETENCIES**

The competency indicators below reflect essential skills, knowledge, and abilities necessary to effectively fulfill the expectations of the **Executive Director**.

#### **Clear Communication: Written, Oral, Interpersonal**

- Speak, listen, and write in a clear, and thorough manner using appropriate and effective communication tools and techniques
- Communicate directly, openly, regularly and timely with all clients, constituents and the community
- Effectively communicate the work of the organization with key stakeholders
- Act as a spokesperson for The Data Center
- Conduct official correspondence on behalf of the Board as appropriate and jointly with the Board when appropriate

#### **Maintaining a Culture of Excellence/Ethics/Quality Focus**

- Promote a culture of high performance and continuous improvement that values learning and a commitment to quality
- Set high standards of performance for team, self
- Set and maintain organizational quality standards of products and services
- Ensure ongoing local programmatic excellence and rigorous program evaluation
- Maintain a spotless personal reputation
- Operate with the highest possible levels of mutual trust, confidentiality and confidence

**Stress Tolerance**

- Demonstrate a willingness to be flexible, versatile and/or tolerant in a changing work environment, while maintaining effectiveness
- Present a positive disposition and maintain constructive interpersonal relationships when under stress
- Develop appropriate strategies as needed to alter conditions that create stress and to sustain physical and mental health

**Customer Focus**

- Anticipate, understand, and respond to the needs of internal and external clients in order to meet or exceed their expectations within organizational parameters
- Explore, identify and evaluate community needs in the New Orleans region in order to shape priorities and program initiatives
- Communicate audience needs and suggestions for addressing them to appropriate others
- Seek and build Board involvement in the strategic direction of The Data Center

**Collaboration**

- Establish good working relationships and collaborative arrangements with community groups, funders, politicians, and other organizations to help achieve goals of The Data Center
- Look for opportunities to partner with other nonprofit leaders, leaders in the business and government worlds to increase The Data Center's effectiveness in serving unmet needs of the community

**Leading & Developing Others**

- Maintain a climate which attracts, keeps, and motivates a diverse staff of top quality people
- Develop, maintain, and support a strong Board of Directors
- Lead, develop, and retain a strong management team for the organization, with appropriate provisions for succession in place
- Delegate authority and responsibility to management team
- Ensure ongoing development of staff talent/capacities by supporting professional development
- Provide a team with diverse levels of expertise meaningful growth opportunities
- Establish and monitor staff performance, development goals, assign accountabilities, set objectives, establish priorities, conduct annual performance appraisals, and administer salary adjustments
- Assume an external presence, locally and nationally, that publishes and communicates program results, emphasizing local successes as a model for regional and national replication

**Critical Thinking/Problem Solving**

- Assess options and actions based on trends and conditions in the environment, and the vision and values of The Data Center
- Respond to changes in the marketplace, identifying and monitoring new opportunities for growth

**Information Seeking/ Continual learning**

- Improve knowledge by researching best practices and reading about new ideas and methods
- Question traditional approaches and share new ideas
- Know what the issues and information points are
- Maintain a working knowledge of significant developments and trends in the field

**Planning & Organizing**

- Attend a range of events in the community to present recent data analysis of The Data Center
- Develop and implement a process to collect input and information on community and stakeholder needs that can inform The Data Center's goals and priorities
- Convene, facilitate and initiate new data-entered initiatives that address The Data Center's role as a provider of relevant products and services

- Create and implement a Communication Plan that ensures The Data Center’s products and services are known to the community of people who need them

**Formal Presentation**

- Develop compelling presentations
- Use audio and visual aids to enhance the audience’s understanding of content
- Publicize the activities of the organization, its programs and goals
- Speak directly with reporters, donors, government representatives and members of the community, acting as the public face of The Data Center

**Impact & Influence**

- Manage relationships with Board of Directors (in conjunction with the Development Director)
- Reach decision makers/policy people (through face-time and convincing presentation)
- Use external presence and relationships to garner new opportunities

**Organizational Awareness**

- Educate and advocate regarding the purpose and role of The Data Center and the impact of its work
- Maintain the public image of organization

**TECHNICAL & PROFESSIONAL KNOWLEDGE****Work Methods & Procedures**

- Knowledge of leadership and management principles as they relate to nonprofit organizations
- Knowledge of current community challenges and opportunities relating to the mission of The Data Center
- Deep knowledge of the field of data intermediaries, core programs, operations, and business plans

**Software**

- Advanced level skills in PowerPoint
- Intermediate level skills in Microsoft Excel, Word; Google Office Products
- Email, internet acumen

**QUALIFICATIONS****Work Experience**

- 10 years senior management experience with a nonprofit entity
- Proven track record of developing strategies that led an organization to the next stage of growth
- Experience in public speaking, marketing and public relations
- Past success cultivating relationships and working with a Board of Directors

**Education, Training, Other Expectations**

- Masters or higher in relevant field
- Knowledge of the New Orleans and Southeast Louisiana community landscape
- Must reside in the greater New Orleans area or Southeast Louisiana and be available to attend frequent in-person meetings

**Attitudes for Success**

- Unwavering commitment to quality programs and data-driven program evaluation
- A persuasive and passionate communicator
- Passion for data-driven decision-making, compassion for inclusive prosperity, and a drive for a sustainable New Orleans area
- Highly motivated, creative individual with unimpeachable integrity and personal ethics