# Community Research Partners Executive Director

# Position Announcement

Community Research Partners (CRP) seeks an Executive Director to fulfill the mission of strengthening communities through the delivering of data, information and knowledge. The Executive Director will partner with the Board of Directors to guide the vision and strategic direction of the organization. This leader will demonstrate an understanding of, and ability to, convey research data and information and will serve as the ambassador for the organization amongst internal and external stakeholders. He/she will build effective relationships and partnerships with existing and prospective stakeholders, ensuring the organization’s continued impact and sustained growth.

# Key Responsibilities

## Organizational Leadership

Working in partnership with the Board of Directors, the Executive Director is responsible for all aspects of leadership for the organization, including developing and executing strategy, managing and developing the executive team, building effective relationships and partnerships, business development and operational management. The Executive Director is ultimately responsible for all aspects of delivering data and information to be used for understanding community needs and issues, program design, policy development, resource allocation and impact measurement. This leader will lead by example to create and entrench a culture of collaboration, accountability and passion for the mission.

In addition, the Executive Director will:

 Partner with appropriate stakeholders to assess the strategic direction of the organization, ensuring optimal vision and alignment of organizational priorities.

 Partner with senior leadership in creating plans and budgets to achieve the organizational priorities; maintain an environment of accountability and discipline to ensure their execution.

 Oversee the development and implementation of an annual budget; develop and monitor processes to execute against the budget with discipline throughout the year.

 Work closely with the executive committee and all other board committees in focusing on issues needed to meet the organization’s priorities.

 Establish ongoing procedures to collect and review information needed to manage the organization or ongoing activities within an organization.

 Facilitate agreement from partners to support ideas or take partnership-oriented action.

## Operations and Management

The Executive Director of CRP is ultimately responsible for the operational performance of CRP and for reporting to the Board on the organization’s achievement of established operational goals. The Executive Director will consult and advise the Board on matters pertaining to policies, plans, programs, facilities, financing, operating requirements, technology and human resources.

 Evaluate systems and overall technology needs for the organization; partner with board and senior leadership to develop short and long term technology plans and necessary resource allocations.

 Manage the development of performance measurements, management controls and critical success measures across the organization, creating an environment of accountability for performance.

 Develop and provide appropriate policy recommendations for consideration by the Board of Directors.

 Manage the development of staffing strategies and implement plans and programs to identify talent within the agency for positions of responsibility; ensure that effective talent acquisition and talent management programs exist throughout the organization.

 Align performance for success by ensuring team performance goals are set; collaboratively establish development plans, track and evaluate outcomes.

## Communication and Collaboration

The Executive Director will facilitate effective communication and collaboration with the Board, staff, partners, clients and the community. The Executive Director will recognize the importance of involving stakeholders for informed decision-making, communicate processes and celebrate accomplishments, ultimately resulting in high quality service delivery.

 Demonstrate effective and transparent communication with staff to sustain positive engagement throughout the organization.

 Demonstrate a willingness to collaborate with the Board and leadership team to make informed and inclusive decisions.

 Serve as the chief spokesperson for the organization, assuring proper representation of CRP to external stakeholders; clearly convey information and ideas through a variety of media to individuals or groups in a manner that engages the audience and helps them understand and retain the message.

 Maintain a level of visibility in the community that enables building effective relationships for organization growth as well as cultivation and steward of existing and potential relationships.

# Key Qualifications, Competencies and Attributes

Bachelors degree required; advanced degree preferred.

Minimum of five years of senior management required.

 Ability to organize and maintain audience communication and to communicate with varied audiences to ensure understanding of all parties.

 Demonstrated ability to understand and quickly assimilate information of a technical nature.

 Track record of prudent financial management; able to fulfill the mission while maintaining the financial health and sustainability of the organization.

 Proven success managing the financial stability of an organization, including development and monitoring of an annual budget, and the ability to use financial management tools to responsibly drive strategic decisions.

 Vibrant and dynamic leader, able to promote and leverage the talents and strengths of the organization and position CRP for optimal future success.

 Experience working with a board of directors strongly preferred; an understanding of the importance of the board of directors and ability to partner effectively with them required.

 High energy and forward thinking, with a commitment to new ideas and creativity.

 A collaborator and facilitator; approachable, with a track record of building effective relationships and partnerships to benefit the organization.

Ability to lead and engage business expansion initiatives.

Ability to convene stakeholders and facilitate the creation and development of a strategic plan; able to drive the execution of the plan, meeting agreed upon goals and objectives.

 Consensus builder who has an intuitive sense for people and talent; able to reconcile divergent opinions into the best overall decision for the organization its stakeholders.

 Ability to motivate and inspire staff to achieve organization goals and objectives.

 Ability to express ideas effectively through both verbal and written communication.

 Possesses the capability to communicate one-on-one or to a group and is able to adapt language to meet the needs of the audience.

 Demonstrates the ability to work successfully with diverse professionals, staff, consumer, partners and members of CRP’s Board.

# About Community Research Partners

Incorporated in 2000, Community Research Partners is a community data and information needs provider in central Ohio. Based in Columbus, Ohio, the company offers a range of services, such as social, demographic, economic, and property data collection and analysis; focus groups, surveys, interviews, and case studies; research and evaluation plans, tools, and methods; database development and web-based tools. Community Research Partners has a partnership with City of Columbus, United Way of Central Ohio, The Ohio State University and the Franklin County Commissioners.

CRP is:

* + A unique nonprofit research, evaluation, and data center based in Columbus, Ohio
  + A team of experienced professionals with diverse expertise and capabilities, augmented by a network of consultant and university collaborators
  + A partnership of the City of Columbus, United Way of Central Ohio, The Ohio State University, and the Franklin County Commissioners
  + A data intermediary and partner in the Urban Institute’s National Neighborhood Indicators Partnership
  + A public policy think tank and the Ohio partner in the national Working Poor Families Project

The United Way of Central Ohio, city of Columbus and John Glenn Institute at Ohio State University worked together to create Community Research Partners, which became an independent nonprofit organization in 2001. Franklin County joined the partnership in 2006.

## Mission

To strengthen communities through data, information, and knowledge

## Vision

Leaders use data to improve the lives of Ohioans

## Beliefs

1. Leaders can be found in government, business, non-profit organizations, philanthropy, community-based organizations,
2. Data can be used for understanding community needs and issues, program design, policy development, resource allocation, impact measurement.