

Smarter giving. Greater good.



Position Profile



Executive Director

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In 1988, a handful of visionary leaders joined forces to advance philanthropy in Greater Philadelphia with the goal of **increasing the impact of their giving to nurture a more vibrant region.**

[Philanthropy Network Greater Philadelphia](#) is grounded in a 75-member association, and is poised to grow through strategic partnerships and shared learning, strengthening its ability to connect, convene, inform, and lead in a continually evolving philanthropic environment.



In 2019, the Board of Directors endorsed this set of values to guide Philanthropy Network's work:

- **Adaptive Leadership** - taking action that is bold, nimble, and informed to seize opportunities and address the greatest challenges in the region.
- **Equity** - using philanthropy intentionally as a tool to address structural racism and all other inequities.
- **Partnership** - working members and others to leverage resources, knowledge, and relationships while retaining the independence of individual organizational priorities.
- **Openness** - working with community in a way that is participative, transparent, and inclusive.
- **Learning** - learning from research, evidence, experimentation, and lived experiences to create a systemic impact.
- **Stewardship** - transparent, responsible stewardship of resources guided by high standards of integrity and accountability.

Position Overview

The Executive Director will stabilize, strengthen, and elevate an organization emerging from several years of transition. This is a hands-on leadership role at a pivotal moment for the organization. As the leader of a member-driven network, the Executive Director will champion member engagement, retention and recruitment, ensuring that member needs shape programming, convenings, and strategic priorities. With an efficient and stable operating structure in place, this individual will work closely with consultants and the board to advance the organization's mission and will have the opportunity to shape and scale the staffing model over time. This leader will bring clarity of mission, restore confidence across the membership, expand revenue, build strategic partnerships, and position Philanthropy Network as the region's essential hub for philanthropic learning, collaboration, and leadership.

The Executive Director reports directly to the Philanthropy Network Board of Directors.

Position Responsibilities

Strategic Leadership

- Provide clear strategic direction and re-establish organizational priorities.
- Understand the shifting philanthropy landscape and anticipate member needs.
- Bring strong judgement, to "see the forest through the trees."
- Lead a member-driven organization by prioritizing engagement, retention, and recruitment strategies that strengthen the network and reflect member needs.
- Translate member feedback into programming, convenings, and initiatives that deliver value and foster collaboration.
- Guide the board through a strategic planning process that realigns mission and scope.

External Relations/Communications

- Provide clear leadership and consistent communication to members, partners, and advisors, fostering transparency, confidence, and alignment.
- Serve as a spokesperson and liaison representing and promoting Philanthropy Network's mission and work to the broader community to increase awareness and support.
- Act as the primary ambassador for members, ensuring their voices inform organizational decisions and strategic priorities.

- Establish a visible and trusted presence across Greater Philadelphia, engaging effectively with philanthropic leaders through active listening, relationship-building and thoughtful convening.

Financial Management

- Work closely with the board and consultants in setting and achieving multi-year strategic financial plan targets.
- Ensure full financial transparency by providing regular communication regarding strategic financial plans, budgets, and financial performance to the board.
- Shape and advance sponsorships, partnerships, programs, grants, and new initiatives.
- Lead financial planning and budgeting; monitor spending, ensure compliance, and oversee daily operations, systems, and resources to maintain financial stability and optimize use of funds.



Board Governance

- Prepare board and committee meetings, ensuring materials are timely, accurate, and actionable.
- Ensure the board has what it needs to govern effectively, including clear information and strategic context.
- Act as the primary liaison to translate board priorities into operational action.
- Partner closely with the board on fundraising and strategic initiatives.
- Ability to report to and advise a supportive and engaged board that supports organizational operations.
- Manage board efforts in identifying, attracting, and onboarding new board members.
- Ensure effective succession planning for Board leadership.

Human Resources

- Lead the organization through its next phase following a recent operational reset, working with the board to determine the most effective and sustainable staffing and resourcing model.
- Oversee a consultant and partner supported operating structure, ensuring key functions are appropriately resourced while maintaining fiscal responsibility.

Critical Skills/Qualifications

- Innovative Leadership experience in philanthropy, nonprofit networks, funder collaboratives, or regional associations.
- Experience and/or strong knowledge of how a membership organization operates.
- Experience working with a volunteer board, cultivating partnerships, and guiding strategic planning.
- Strong track record in member engagement, external relations, or stakeholder convening.
- Deep knowledge of relationships within the Greater Philadelphia region strongly preferred.
- Insight into trends, opportunities, and challenges in the field of philanthropy.
- Demonstrated ability to employ technology to enhance and improve operations and outcomes.



Personal Characteristics

- Passion and alignment with Philanthropy Network's mission and vision.
- Enjoys building external-facing relationships and comfort with fundraising.
- High emotional intelligence, curiosity, sense of humor, and exceptional communication skills.
- Visionary leader capable of inspiring, catalyzing, and successfully managing through organizational change.
- Leads with integrity, transparency and sound judgment, consistently inspiring confidence among members, partners, and stakeholders.

Search Team

Philanthropy Network has retained Criterion Search Group to identify an Executive Director. For more information regarding this leadership opportunity or to apply, please contact Criterion Search Group at administrator@criterionsg.com or 610-581-0590.