



**Position Profile**  
**Executive Director**  
**Grantmakers of Western PA**  
Pittsburgh, PA

Grantmakers of Western PA is the region's premier philanthropy network. Our current members are clustered in the ten counties of Southwestern PA. We welcome members located at a distance and hope to help connect funders across the Commonwealth and beyond. We are seeking a strong seasoned leader with a deep understanding of philanthropy to help influence and implement our newly developing strategic framework.

## **About Our Organization**

Formed in 1985, Grantmakers of Western PA (GWP) is a professional philanthropy network founded by philanthropic leaders who wanted to create an organized mechanism for grantmakers to learn and work together to promote excellence in philanthropy. GWP is open to institutional grantmakers of all types. Created by 35 charter member organizations, GWP now serves staff and trustees affiliated with about 100 member organizations. We aim to support a growing community of philanthropy practitioners who are informed, effective and engaged, and who work both independently and in partnership to strengthen our region. In addition to serving its member philanthropies, GWP has historically supported the wider nonprofit community. GWP is an active member of the United Philanthropy Forum, a robust national network of other regional and national Philanthropy-Serving Organizations (PSOs).

Grantmakers of Western PA is in process of developing a new strategic framework, which we have intentionally approached as a work-in-progress to enable our new Executive Director to have input and oversee the design and delivery of the action plan. The current mission of our organization is to promote excellence in philanthropy – supporting an effective, growing philanthropic community that strengthens our region. Our emerging mission is: We lead and equip grantmakers by supporting effective, evolving, inclusive philanthropy that strengthens our region.

## **CURRENT PORTFOLIO OF MEMBER SERVICES**

### **Member Services**

- Searchable online GWP member directory
- Directory of consultants referred by GWP members
- Online grantmaking resources, including national Knowledge Base of sample forms and policies
- All-member newsletter with local and national resources, plus newsletters targeted to corporate members and family foundation members
- Daily e-headlines service
- Custom assistance, research, or benchmarking
- Job Postings on our website

### Learning & Networking

- Professional development workshops
- Field-building educational sessions
- Learning Network meetings
- Local, state, and national issue-based learning sessions
- Peer networking opportunities
- Specially designed field visits/ tours
- Briefings with the Mayor and County Executive
- “Off the Record” interviews with regional leaders
- Partner webinars with other philanthropy serving organizations

### Policy Engagement

- Advocacy for philanthropy and the nonprofit sector
- Legislative monitoring and alerts
- Annual “Foundations on the Hill” and policy institute for funders in Washington, DC
- Keystone Policy webinars on statewide issues

GWP is proud of our engaged board of directors, talented team, and accomplishments. The organization is governed by a 15-member board of directors and has a budget of approximately \$3M. Current staffing consists of 5 dedicated professionals. The current Executive Director, Barbara Sieck Taylor, is stepping down after 14 years at GWP. For more information, please visit <https://gwpa.org>.

## **The Position**

Reporting to the Board of Directors, the Executive Director serves a crucial role in providing strategic direction for GWP to further strengthen its reputation as a premiere philanthropy network. The Executive Director publicly represents GWP in carrying out our mission in accordance with our values.

### Initial Priorities for the Executive Director

At the onset of GWP’s executive transition, staff and board members identified the following key areas for the next Executive Director to address:

- Develop and maintain relationships with board, staff, members, and other stakeholders.
- Go on “listening tours” to meet members and determine their needs.
- Get to know the funding community in Pittsburgh and the local funding landscape.
- Effectively manage the transition from a long-term executive and assess and address the organization and staffing capacity.
- Articulate a compelling vision outlining our relevance and our value add to the funding community and nonprofit organizations.
- Build out the newly developing strategic framework, especially finding “our lane” and what we are and will be as we identify and implement a solid business model framework.
- Become the face and voice of the organization, both internally and externally, and continue to raise the impact of GWP.

- Determine how racial equity can be effectively and authentically incorporated into our organization and the philanthropic community in southwestern PA.
- Navigate the role of virtual and in-person meetings/events post pandemic.
- Complete organizational re-naming and re-branding (now underway), including an upgraded website.
- Oversee a physical relocation of GWP offices in 2023.

## Key Responsibilities

### Board and Strategic Direction

- Collaborate with the Board, staff, and members to evolve the organization's strategic plan with an accompanying action plan.
- Ensure that future objectives reinforce GWP's commitment to racial equity as an organizational operating principle.
- Define, communicate, and lead the execution of major initiatives; coordinate member and staff support of those initiatives.
- Serve as principal liaison between GWP staff and the Board, provide transparent updates to the Board on successes and areas needing support.
- Provide guidance and support to the Board and committee leadership on governance and policies.

### Representation and Advocacy

- Serve as the face and voice of GWP and strengthen ties with other organizations consistent with GWP's mission while helping GWP take a leadership role in the broader collaborations and partnerships in which it participates.
- Develop and implement an advocacy agenda related to the philanthropic sector that incorporates the needs and interests of members.
- Update and refine GWP's annual legislative agenda, alert members to opportunities to communicate with policy makers, e.g., funder campaigns, sign-on opportunities.

### Member Engagement

- Maintain and build meaningful relationships with the GWP membership.
- Increase and strengthen member engagement.
- Apply expertise in the fields of philanthropy, nonprofit organizations, and public policy to benefit GWP members through leadership, responsive programming, custom technical assistance/member service and strategy.
- Oversee the development and strengthening of programs and member services.

### Financial Stewardship

- Ensure ongoing revenue through member dues and long-term sustainable revenue streams and collaborative partnerships.
- Manage the budgeting and budget reporting processes and ensure alignment with strategic priorities.
- Authorize all expenses, manage cash flow, grant financial reporting, and budget forecasting.

- Monitor special project activities and teams, such as Remake Learning, Kidsburgh, and emerging funder collaborative.

### Staffing

- Provide direction, guidance, and support to staff while fostering strong staff morale and an inclusive and collaborative work environment.
- Attract and retain a productive staff and work to ensure their continued professional development and growth.
- Develop, authorize and monitor contracts with special project team members, vendors, etc.
- Maintain administrative and personnel policies.

## **Experience and Attributes**

Ideal candidates for this position will demonstrate an ability to quickly integrate into the community in order to be an engaged, inspiring, collaborative, and ethical leader. GWP is seeing candidates with a variety of experience and attributes with emphasis on the following:

- Demonstrated history of providing entrepreneurial vision and strategic leadership and translating that vision into concrete strategies that advance the mission.
- A deep knowledge of and passion for philanthropy and its impact.
- Proven relationship building ability, exceptional interpersonal and collaboration skills, coalition builder with ability to engage at all levels of philanthropy.
- Strong understanding of fiscal management, budgeting, and operations, including responsibility for developing and managing a budget.
- Experience with incorporating diversity, equity, and inclusion into all facets of an organization's focus and programs.
- Ability to balance operating at the strategic level while attending to day-to-day operations.
- Ability to influence and manage multiple stakeholder groups.
- Experience as a change agent with empathy and ability to establish trust.
- Ability to be passionate and visionary about philanthropy and the southwestern PA communities and mobilize the Board and staff around that vision.
- An inspiring and influential leadership style with ability to bridge and negotiate diverse constituencies.
- A consensus builder who sees the issues, patterns and challenges and who takes the initiative to bring people along in the decision-making process.
- Experience supporting a board of directors in its governance role, fostering its ongoing development, and keeping it informed about internal conditions and external developments.
- An appreciation for and desire and ability to use data to inform decisions and directions.
- Willingness to solicit feedback and incorporate it in a meaningful way.
- Ability and desire to help set individual and group goals and delegate the work.
- A record of successfully leading high-performing teams and providing steady leadership during times of organizational change.
- Personable with a sense of humor, willingness to learn and grow, and support staff in their professional development goals.
- Familiarity with or willingness to learn philanthropy and organizational software, such as Office 365, QuickBooks, Salesforce, Asana and Mailchimp®

- Bachelor's degree required in addition to at least seven years' experience leading an organization or large program.
- Knowledge of the Southwestern PA region a plus.

Salary is commensurate with experience and is expected to be in the range of approximately \$120,000.

## Application Process

To apply, upload resume, cover letter, and salary requirements [here](#). For other inquiries, contact Adrienne O'Rourke at [adrienne.orourke@marcumllp.com](mailto:adrienne.orourke@marcumllp.com). Resume reviews begin immediately.

GWP is an Equal Opportunity Employer committed to providing a work environment that is free of discrimination and harassment. GWP provides employment opportunities to employees and applicants for employment without regard to race, creed, color, sex, age, national origin, religion, veteran's status, marital status, sexual orientation, disability, or status in any group protected by federal, state or local laws. This policy applies to all terms and conditions of the employment relationship including recruitment, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, training, compensation, benefits and all other rights and privileges of employment.

## About Marcum's Nonprofit & Social Sector Group

Marcum's Nonprofit & Social Sector Group is working with Grantmakers of Western Pennsylvania (GWP) to advance the search. Our group is a mission-driven professional services firm seeking to do more for nonprofits and socially conscious organizations. Learn more about our work at <http://marcumllp.com/industries/nonprofit-social-sector>.