

POSITION PROFILE

# Executive Director

Accountability Counsel

Washington, DC







Additional specific responsibilities and priorities include, but are not limited to:

### **STRATEGIC AND ORGANIZATIONAL LEADERSHIP:**

- Lead in the establishment of a clear vision for AC's continued growth by providing direction that aligns with the organization's values.
- Partner closely with the Board and Senior Leaders to collectively develop and oversee strategy implementation.
- Support monitoring and evaluation efforts of all Accountability Counsel programs and ensure feedback is continuously woven into the strategy.
- Envision how justice and accountability in international finance and development can be realized and expand on understanding of the movement's impact in international finance and development, and hone ability to anticipate and envision Accountability Counsel's program development accordingly.



### **TEAM OVERSIGHT AND SUPPORT:**

- Along with directors, oversee the recruitment, management, training, evaluation, professional development, and support of the team.
- Support the work and projects of staff-led committees, including the Security, Wellness, and Console committees.
- Champion and value initiatives uplifting diversity, equity, inclusion, and belonging with the Board and staff, actively striving to promote wellness across the organization.
- Ensure strong organizational culture; provide insight, direction, and strategy to uplift all facets of the organization.
- Act as a mentor to the AC team while also fostering an environment of learning and development with a lens on team cohesion and promoting a positive and inclusive working environment.

## **FINANCIAL PLANNING AND MANAGEMENT:**

- Work with the team to prepare annual budget and track and report on finances, ensuring the financial health and proper fiscal management of the organization in real time and for long-term financial sustainability.
- Participate in annual audit duties in coordination with Board Audit Committee
- Work with the team to oversee management and development of Accountability Counsel team locations.

## **FUNDRAISING, COMMUNICATIONS, AND EXTERNAL ENGAGEMENT:**

- Provide strategic leadership for all fundraising activities and initiatives, including serving as a key voice and face of the organization, working in partnership with the Board of Directors on fundraising efforts, and leveraging development expertise on the team.
- With an eye for growth, partner with the team to oversee the funding pipeline for the organization's \$3M+ annual budget through cultivation and management of relationships with prospective and current donors.
- Serve as ambassador of the organization at all levels, including within the civil society community; at the policy level with corporations, institutions, and government bodies; to the philanthropic community; to the academic community; and to the public at large by
  - ✦ Writing articles, blogs, and web and social media content;
  - ✦ Developing and maintaining high level media contacts;
  - ✦ Participating in public speaking engagements and in international meetings and conferences; and
  - ✦ Engaging with Accountability Counsel Advisors and pro bono volunteers.

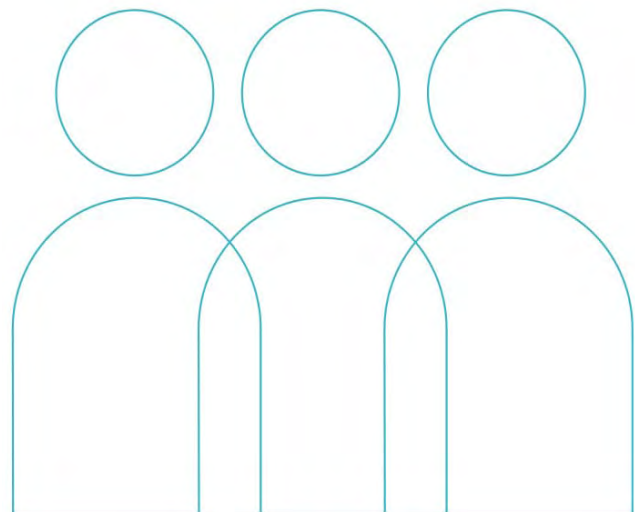
## **BOARD RELATIONS AND ENGAGEMENT:**

- Serve as primary liaison with Accountability Counsel's Board of Directors, engage in regular Committee level work (such as preparing annual budgets, ensuring appropriate governing policies, recruiting new Board members, and reviewing strategy) and any ad hoc projects of the Finance, Governance, and Strategy Committees, or the full Board as may be required.
- Champion Board recruitment efforts as needed and exercise best practices in governance and ethics in all ways, focusing on what will best serve AC's mission and goals.

# CANDIDATE PROFILE

While no one candidate will have every experience outlined in the position description, ideal candidates will display the following professional and personal qualities, skills, and characteristics:

- Knowledge of the international human rights and development spaces and a demonstrated commitment to social justice, climate, and other key intersectional issues.
- Understanding of the power of community agency and advocacy on a global scale.
- Measurable success in fundraising, including in developing and implementing successful strategies for the identification, cultivation, solicitation, and stewardship of donors (including but not limited to experience building relationships with large foundations, and public and private donors).
- Dynamic and confident public speaking skills, including the ability to address complex international human rights and international development topics with a variety of audiences in an engaging way.
- A commitment to collaborative, supportive, and flexible working relationships, with an appreciation for work/life balance.
- Strong relationship management skills with the ability to communicate and collaborate effectively with a diverse group of constituents, including staff, Board members, donors, communities, and partners.
- An approach to management and leadership that is centered on transparency, listening, learning, and gaining collective buy-in.
- A high degree of emotional intelligence and humility that allows for trust and relationship building with a wide range of individuals.
- Positive attitude and respect-based approach to interacting with others.



## IN ADDITION, STRONG CANDIDATES WILL OFFER:

- At least 10 years professional work experience, including at least five years managing a nonprofit organization or large program within an organization.
- Experience yielding in-depth knowledge of the field of international finance and development, accountability mechanisms, and international environmental and human rights standards.
- Experience living and/or working in the Global South.
- Excellent financial management skills.
- Strong leadership, problem-solving, and interpersonal skills.
- Fluency in English, with additional languages a plus.
- Willingness to travel, both domestically and internationally.
- Experience in the accountability space progressive movements, advocacy-based organizations, on a global scale, preferred.
- Advanced degree(s) in a relevant field preferred (J.D., MPP, etc.), but not required.
- Candidates with lived experience are strongly encouraged to apply.



# COMPENSATION & BENEFITS

Salary is competitive and commensurate with experience and adjusted for geographical cost of living. The salary range for this role is \$185,000 - 210,000 with full health, vision, and dental coverage, wellness support, retirement contributions, professional development resources, generous paid time off and sabbatical policies, and other benefits. We pride ourselves on supporting the wellbeing of our team.

## CONTACT

Koya Partners, the executive search firm that specializes in mission-driven search, has been exclusively retained for this engagement. Turner Delano and Tabatha Skelton of Koya Partners are leading this search. Please submit a compelling cover letter and resume by [filling out our Talent Profile](#).

Koya Partners is committed to providing reasonable accommodation to individuals living with disabilities. If you are a qualified individual living with a disability and need assistance expressing interest online, please email [NonprofitSearchOps@divsearch.com](mailto:NonprofitSearchOps@divsearch.com). If you are selected for an interview, you will receive additional information regarding how to request an accommodation for the interview process.

Accountability Counsel is an equal opportunity employer that does not discriminate on the basis of race, religion, disability, gender, nationality, ethnicity, sexual orientation or other prohibited category. We strongly encourage people of color, LGBTQIA+ individuals, people with disabilities, and all qualified persons to apply for this position.

## ABOUT KOYA PARTNERS

Koya Partners, a part of Diversified Search Group, is a leading executive search and strategic advising firm dedicated to connecting exceptionally talented people with mission-driven clients. Our founding philosophy—The Right Person in the Right Place Can Change the World—guides our work as we partner with nonprofits & NGOs, institutions of higher education, responsible businesses, and social enterprises in local communities and around the world.

Learn more about how we can help you with your search on the [Koya Partners website](#).