



**Bay Area Executive Director**  
**Flexible Location within Bay Area, California**

**Organization Overview:**

Founded in Boston in 2003, the GreenLight Fund helps transform the lives of children, youth and families in high-poverty urban areas by creating local infrastructure and a consistent annual process to:

- Identify critical needs
- Incubate innovative, entrepreneurial programs that can have a significant, measurable impact, and
- Galvanize local support to help programs reach and sustain impact in the new city.

In addition to Boston and the Bay Area, the GreenLight Fund has sites in Philadelphia and Cincinnati, and will launch this year in Detroit. Since our founding, GreenLight has launched 17 innovative organizations that, last year, reached more than 60,000 children and families with proven, life-changing programs. In the Bay Area, GreenLight has supported uAspire, Genesys Works, Springboard Collaborative and Blueprint Math Tutors and plans to select a 5<sup>th</sup> portfolio organization in 2018.

To learn more about the GreenLight Fund's work in the Bay Area, please visit

<http://greenlightfund.org/sites/bay-area/>.

**Position Overview:**

We're seeking a dynamic, passionate, and collaborative Executive Director to lead the next phase GreenLight Bay Area's growth and investment. The Executive Director will work with an Advisory Council that includes private sector entrepreneurs and investors, nonprofit leaders, philanthropic leaders, social entrepreneurs and issue experts to identify critical needs in the Bay Area and vet, select, fund and launch the highest-performing national solutions that directly fit the needs of the community. Reporting to GreenLight's National Executive Director, this entrepreneurial leader will recruit investors and continue to build a strong, diverse coalition to support GreenLight Bay Area and its portfolio organizations. This is a fantastic opportunity to work at the intersection of venture philanthropy and social entrepreneurship while building a portfolio of high performing nonprofits to confront the community's most pressing challenges.

**Responsibilities:**

- Secure critical resources, financial and otherwise, for GreenLight Bay Area and portfolio organizations
- Continue to build and manage a community-wide Selection Advisory Council to advise on the Bay Area's high-priority community needs and the vetting and selection of portfolio organizations that can powerfully address them
- Oversee an annual selection process in coordination with local program staff and Advisory Council to identify organizations with potential to have a significant impact on community needs, conduct

rigorous diligence and deep landscape analysis on candidate organizations, and select one organization annually for GreenLight Fund support

- Represent GreenLight Bay Area externally and cultivate a network of relationships with entrepreneurs and the private-sector investor community, philanthropic partners, government officials, and nonprofit and business leaders
- Serve as an active local board member for portfolio organizations; play a key role in board development for portfolio organizations
- Act as a strategic thought partner to and connector for local portfolio organization Executive Directors and boards on a broad range of strategic and operational issues
- Oversee events to launch new portfolio organizations to the Bay Area community and build awareness of and support for portfolio organizations
- Manage and lead the small, Bay Area program staff, and participate actively in the national GreenLight network of Executive Directors, city program staff, and national staff to share best practices, knowledge of promising social innovation, and strategies to build the network and collaborate to find and support GreenLight organizations.

**Qualifications:**

- A strong track record of securing financial resources from a variety of sources and building awareness of and support for important endeavors
- A successful track record in entrepreneurial environments holding positions of increasing complexity and responsibility
- Strong analytical skills and experience with due diligence and/or grant-making processes
- Demonstrated experience developing effective working relationships with people from a wide array of backgrounds, leading groups and developing talent, all with a collegial and team-building approach that puts others at ease and engenders trust
- Superb verbal and written communication skills and the ability to represent GreenLight and Bay Area portfolio organizations in a professional, engaging and dynamic manner
- Creative, collaborative, entrepreneurial and action-oriented with an eagerness to roll up one's sleeves and work hands-on to grow organizations
- A demonstrated passion for GreenLight's mission and commitment to the Bay Area communities
- Experience and relationships in the Bay Area philanthropic, nonprofit and/or business sectors, as well as knowledge of the critical social issues affecting low-income residents in the local communities
- Familiarity with nonprofit and/or philanthropy sectors, ideally with knowledge of the social innovation world and results-oriented, evidence-based program design; Passion for and a demonstrated commitment to social entrepreneurship and social change
- Bachelor's Degree required, with an advanced degree in business, nonprofit management, public policy, public administration or another relevant field preferred

**To Apply:**

Please upload a resume and cover letter, outlining how your skills and experience meet the qualifications of the position and stating how you heard about this opportunity using the following link:

[http://commongoodcareers.force.com/careers/ts2\\_Register?jobId=a0K1600000bflnt&tSource=](http://commongoodcareers.force.com/careers/ts2_Register?jobId=a0K1600000bflnt&tSource=)

Applications will be reviewed on a rolling basis.

*The GreenLight Fund offers a competitive salary and benefits, commensurate with experience and skills.*

*The GreenLight Fund is an equal opportunity employer*

**About Commongood Careers:**

The GreenLight Fund has partnered with Commongood Careers to conduct the search for a Bay Area Executive Director. Commongood Careers is a mission-driven search firm that supports the hiring needs of high-impact nonprofits. With an approach that leverages robust talent networks, recruitment and search management expertise, and a deep understanding of our clients' missions and cultures, we help organizations secure the talent they need to create greater social impact. Since our founding in 2005, Commongood Careers has led more than 700 searches at 275 organizations in 33 states, making us one of the most experienced and dedicated nonprofit search firms in the country. [Learn more about nonprofit job opportunities at Commongood Careers.](#)