



## **Boston Executive Director**

### **Organization Overview:**

Since its founding in 2003, GreenLight has been at the intersection of venture philanthropy and local poverty alleviation for youth and families in Boston. Our model is focused on identifying the most urgent needs faced by low-income residents and addressing them by investing in the country's best social innovations. The GreenLight Fund raises the dollars it philanthropy invests in its portfolio organizations primarily from individuals and companies. To date, GreenLight Boston has invested \$8.5 million in 11 portfolio organizations that are serving the Boston community, including Youth Villages, Family Independence Initiative, Single Stop, College Advising Corps and Friends of the Children. Thanks to our success in Boston, we've replicated our model in five additional cities throughout the country and we have more exciting opportunities for expansion on the horizon. Collectively, this network of portfolio organizations reaches more than 54,000 children and families annually with proven, life-changing programs. Boston continues to be our flagship site, and the home to our national office and many of our signature funding partners and investors.

To learn more about the GreenLight Fund and these expansion plans, please visit [www.greenlightfund.org](http://www.greenlightfund.org).

### **Position Overview:**

We're currently seeking our next Executive Director to lead our continued growth, impact and innovation in Boston. Reporting to the GreenLight Fund National Executive Director and Co-Founder, the Executive Director will oversee a cross-sector Selection Advisory Council made up of leaders from the worlds of venture capital, finance, philanthropy, government and social impact. The Executive Director will lead an extensive analysis of the unmet needs in Boston, followed by a diligence and selection process to identify and invest in a high-performance solution. With the support of the national team, the Executive Director will provide sustained support and technical assistance to expanding organizations as they launch and grow in Boston. Additionally, s/he will serve on the Boards of Boston portfolio organizations.

This is a fantastic opportunity for a results-oriented leader interested in venture philanthropy, nonprofit leadership and engaging high-level stakeholders from every sector to drive measurable results for low-income children and families in Boston.

### **Responsibilities:**

- Manage a community-wide Selection Advisory Council to advise on Boston's highest priority needs, and the vetting and selection of portfolio organizations that can powerfully address them
- Run an annual selection process to identify organizations with potential to have a significant impact in Boston, conduct rigorous diligence and deep landscape analysis on candidate organizations, and select one organization annually for GreenLight Boston support
- Represent GreenLight Boston externally and cultivate a network of relationships with entrepreneurs and the private-sector investor community, philanthropic partners, government officials, and nonprofit and business leaders

- Create partnerships with corporations, foundations and individual investors to raise the funds GreenLight Boston invests in organizations and to financially support the GreenLight Fund's work in Boston
- Serve as an active local board member for select portfolio organizations, and play a key role in board development
- 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 GreenLight Fund's three signature events, Emerald Evening the GreenLight Gala, and the Investors vs. Entrepreneurs golf tournament, which each raise significant revenue and shine a spotlight on the exceptional work of new portfolio organizations
- Participate actively in the GreenLight network of Executive Directors and on the national leadership team to share best practices, knowledge of promising social innovation, and strategies to grow our reach and impact

**Qualifications:**

- A successful track record in entrepreneurial environments holding positions of increasing complexity and responsibility, including external-facing roles
- A demonstrated passion for GreenLight's mission and commitment to the Boston community.
- Superb verbal and written communication skills and the ability to represent GreenLight Boston and portfolio organizations in a professional, engaging and dynamic manner
- Strong analytical skills and experience with due diligence and/or grant-making processes
- A collaborative leadership style and an ability to establish credibility and trust with high level leaders, partners and investors across sectors
- A strong track record of securing financial resources from a variety of sources and building awareness of and support for important endeavors
- Experience and relationships in the Boston philanthropic, nonprofit and/or business sectors, as well as knowledge of the critical social issues affecting low-income residents in the area
- Experience working with organizations at the leading edge of the social impact space; a high level of intellectual curiosity and a spirit of continuous learning with regards to social innovation, evidence based program design and measuring social impact
- Bachelor's degree required, with an advanced degree in business, nonprofit management, public policy, public administration or other relevant field preferred

**To Apply:**

Please upload a resume and thoughtful cover letter, outlining how your skills and experience meet the qualifications of the position and stating how you heard about this opportunity, both in Word or PDF format, to Margaret Hall, National Executive Director and Co-Founder, at [http://commongoodcareers.force.com/careers/ts2\\_Register?jobId=a0K1L00000otLge&tSource=](http://commongoodcareers.force.com/careers/ts2_Register?jobId=a0K1L00000otLge&tSource=)

Applications will be reviewed on a rolling basis.

*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 Boston 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 1,000 searches at 350 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.](#)