



Position Specification

GreenLight Fund
Chief Executive Officer

Our Client

Founded in 2004 by Board Chair John Simon and outgoing CEO Margaret Hall, the [GreenLight Fund](#) selects and scales proven programs to directly address barriers to the prosperity of individuals and families in each of the 12 cities in its network. Overall, GreenLight has invested \$35M in 52 portfolio organizations, which have leveraged that support to raise an additional \$259M. The GreenLight process helped best-in-class, needed organizations reach nearly 400,000 children, youth and families this past year alone.

The GreenLight Fund addresses persistent challenges and transforms the lives of children, youth and families in high-poverty urban areas by scaling what works. GreenLight uses a community-driven approach to tackle economic and racial inequities, remove barriers, create new opportunities and improve economic mobility outcomes by:

- Identifying local needs: Listening to the community and prioritizing needs where an innovative solution could make a significant difference.
- Matching success stories: Finding organizations with a track record of success addressing the need and the best chance of making a positive impact locally.
- Investing and mobilizing local support: Providing multiyear startup capital and rallying local support to ensure the organizations become embedded in the community, complementing existing initiatives.
- Staying engaged and accountable: Remaining deeply engaged with the supported programs and working together to ensure ongoing measurable social impact and long-term sustainability.

GreenLight's model selects and supports the importation of one new organization per year into each city. With a cross-sector Selection Advisory Council, GreenLight identifies critical needs and conducts rigorous diligence on innovative nonprofit programs that are actively and successfully addressing these needs in other communities and implements a community landscape analysis to ensure local fit. Upon selection, GreenLight provides support that includes: early-stage operating funding (\$600,000/4 years); board membership; help recruiting staff and board talent; start-up planning; introductions to key political, philanthropic, corporate, and nonprofit stakeholders; operational and management guidance; annual review to ensure progress is on track; and events to connect the organization to potential donors, volunteers, and board members.

GreenLight is guided by the following core values: Collaborative, Committed to Excellence, Diversity, Equity and Inclusion, Focused on Sustainability, Innovation, and Rooted in Community. GreenLight is a results and metrics driven organization, prioritizing solutions that continuously prove the success and breadth of their impact through quantitative and qualitative data. Deeply committed to upholding these core values and passionate about the work done in partnership with communities, GreenLight named Centering Racial Equity as an undergirding pillar to the strategic plan adopted in 2021. With 75% of participants identifying as people of color facing barriers to inclusive prosperity, GreenLight is committed to intentionally and explicitly centering racial equity internally and in its program work within communities. Given its unique role, both raising funds and investing in nonprofit organizations in cities across the country, and the significant scale of its impact, GreenLight strongly believes that it has an opportunity and responsibility to advance racial equity. Visit GreenLight's [website](#) or check out their most recent [annual report](#) for more information.

Context

After almost 20 years, Margaret Hall, who co-founded GreenLight in 2004 with venture capitalist John Simon, is [stepping down](#) and will be passing the torch to the organization's next leader. Starting with a staff of two and one portfolio organization in Boston that reached 32 children in its first year, GreenLight has grown to a team of almost 50 staff members across 12 sites (and counting) around the country. Currently, GreenLight's network of cities spans: Atlanta, Baltimore, Boston, Charlotte, Chicago, Cincinnati, Detroit, Kansas City, Greater Newark, Philadelphia, the San Francisco Bay Area, and the Twin Cities. The GreenLight Fund is poised to grow to have even greater reach and deeper impact and has ambitious goals for expansion to new cities.

The CEO transition comes at an exciting moment, an inflection point of maturity in GreenLight's history. As a result of GreenLight's significant growth over the organization's lifespan, it has reached a scale of operations and leadership that requires extraordinary leadership, organizational design, and management skills.

The new CEO will build upon the organization's achievements, execute the current strategy, and work in partnership with co-founder John Simon and the rest of the Board to chart the course to a new scale of impact.

The Role

In close partnership with the Chair of the Board, the Chief Executive Officer (CEO) will report to the GreenLight [Board of Directors](#), and be responsible for GreenLight's programmatic, financial, and operational leadership, ensuring that the organization continues to bring solutions to the cities it currently has a presence in and expands its scope to grow the national network. They will advance operational efficiency and drive execution of GreenLight's current strategy for increased impact, all while operationalizing GreenLight's commitment to racial equity.

The CEO's primary responsibilities will be:

- **People Leadership and Development:** The CEO will manage a staff of 50, working to build cohesion across functions, ensure accountability, instill processes to manage and foster development across the organization and sites, and create opportunities for growth. The CEO will steward and nurture an organizational culture that embraces collaboration, accountability, transparency, diversity, creativity, increasing racial equity, and empathy. They will ensure that the management, staffing and culture of the organization are aligned with the values, mission, evolving goals, and strategic ambitions.
- **Translation of the Vision - Executing and Influencing Strategy:** The CEO will translate the vision and goals of the organization into results in partnership with the Management Team and Executive Directors in each GreenLight city. They will execute the current strategy and influence future strategy in partnership with the Board and other key stakeholders.
- **Operational and Organizational Management:** The CEO will oversee all functional areas and ensure the organizational design supports sites, strategy, operations, and growth. They will display entrepreneurial vigor in balancing the need to build and sustain internal infrastructure while driving external program effectiveness and impact.
- **Partnership with the Board and Staff:** The CEO will serve as a partner to the Board and Staff, influencing, sharing, and championing GreenLight's efforts to increase impact. They will strive for and model honest, open, and direct communication, sharing the information needed for the organization to thrive. They will also serve as a liaison between external and internal constituents, in addition to managing the Board's engagement and ongoing development.
- **External Relationship and Brand Building:** The CEO will bring credibility across GreenLight's ecosystem of collaborators and contributors, building upon trusted partnerships as they continue to expand awareness of GreenLight Fund's model and impact. They will continue to build out GreenLight's thought leadership and external presence regionally and nationally.

In partnership with the Board and over time, the CEO will take on additional responsibilities related to the vision and strategy for the organization, fundraising and external relations.

Candidate Profile

GreenLight is in search of an inspiring and community-driven social impact leader who embodies operational excellence, growth mindset, and a high degree of emotional intelligence. The ideal candidate will have a history of thriving within a dynamic, expanding organization. They should have a collaborative and inclusive leadership approach and the ability to work closely with expert staff and various stakeholders to accomplish ambitious goals that advance GreenLight's mission. This candidate brings a proven track record in setting operational priorities, refining systems and policies, and leading a nonprofit through growth. They bring an urgency to the work, with a bias towards action and a commitment to metrics and results.

They should be deeply aligned with GreenLight's mission, ideally drawing from personal and professional experiences tied to that mission. This candidate should possess the ability to integrate diverse perspectives, including among racially diverse leadership teams, in order to navigate GreenLight's expansion.

Furthermore, the candidate should be team-oriented; promote empathy, authenticity, and trust; and be an outstanding communicator, capable of facilitating discussions among stakeholders during times of organizational evolution, fostering consensus-building, and promoting good governance.

In terms of performance and personal competencies, the following areas are of particular importance for this role:

Relevant Experience

- A demonstrated track record of leadership in the non-profit sector, ideally with a history of successfully leading management teams through growth.
- Experience in growing and expanding organizations with a distributed geographical footprint.
- A track record of driving execution at both national and local levels.
- Demonstrated problem-solving skills at a brisk pace.
- A strong commitment to GreenLight's focus on diversity, equity, inclusion and belonging.
- Credible experience in working with historically underserved communities.
- The ability to represent GreenLight effectively to a diverse range of stakeholders – and further develop GreenLight's thought leadership.
- Experience in fundraising to meet long-term goals.

Executing for Results

- The ability to set clear and challenging goals while committing the organization to improved performance; tenacious and accountable in driving results.
- Ability to delegate responsibilities, assure and value accountability, and allocate resources appropriate to achieving desirable results.
- The capacity to establish metrics by which to manage the operations of the organization while working closely with the Board and management team to deliver on organizational vision and strategy.
- Comfortable with ambiguity and uncertainty; the ability to adapt nimbly and lead others through complex situations.
- A leader who is viewed by others as having a high degree of integrity and forethought in their approach to making decisions.

Leading & Developing Teams

- The ability to attract and recruit top talent, motivate the team, delegate effectively, and manage performance; widely viewed as a strong developer of others.
- The ability to persevere in the face of challenges and exhibit a steadfast resolve and relentless commitment to higher standards, earning respect from followers.
- A leader who is self-reflective and aware of his/her own limitations; leads by example and drives the organization's performance with an attitude of continuous improvement; open to feedback and self-improvement.
- Ability to work with experienced senior managers to bring out their strongest management and leadership skills so that the organization sets and consistently meets goals.

Commitment to Diversity, Equity, Inclusion, and Belonging

- Demonstrated personal and professional commitment to diversity, equity, and inclusion; displaying cultural competence while operating in an environment with a wide range of constituents and communities.
- Ability to and track record of translating an organization's diversity and inclusion values and commitments into specific strategies and actions, including advancing and sustaining an organizational culture of diversity, inclusion, and equity.
- Ability to have courageous conversations on systemic inequality both internally and externally.

Relationships and Influence

- Naturally connects and builds strong relationships with others, demonstrating strong culturally competent emotional intelligence and an ability to communicate clearly and persuasively.
- The ability to collaborate effectively with and earn the trust and partnership of the Board of Directors and staff. Exhibits self-awareness and high emotional intelligence.
- An ability to inspire trust and followership in others through compelling influence, powerful charisma, passion in their beliefs, and active drive.
- Ability to work above the political divide, establishing solutions necessary for all people to prosper.
- Empowers others to share the spotlight and visibly celebrates and supports the success of the team.
- Creates a sense of purpose/meaning for the team that generates followership beyond their own personality and engages others to the greater purpose for the organization as a whole.

Compensation and Location

The compensation available for the role considers a variety of factors including, but not limited to, work location, individual skill set, previous/applicable experience, and other organizational needs. The estimated salary range is \$250,000-\$325,000.

The above salary range represents GreenLight Fund's good faith and reasonable estimate of the possible base salary range at the time of posting and is one part of the total rewards that the organization provides to employees. In terms of location, there is a strong preference for this leader to live in a GreenLight city.

Contact

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