Chief Executive Officer (CEO)

EXECUTIVE SUMMARY

Common Impact has built the leading model for corporate skills-based volunteering, connecting talented professionals from global companies to high-potential nonprofits. As corporate engagement and investment in social challenges deepens, Common Impact is evolving to meet the new demands of the field. In 2020, Common Impact embarked on a three-year strategic plan to significantly increase the scope of its impact through targeted partnerships, the development of new SBV models and the identification of critical social sector projects where corporate talent can play a transformational role.

During its 20+ year history, Common Impact has developed a reputation for delivering creative and high impact programming and partnerships and has become a leading voice and vision for creating social change across sectors. Now the organization is seeking an entrepreneurial, dynamic, and creative CEO who will build on this history and momentum to chart a course for Common Impact's next chapter.

Common Impact is a nonprofit consulting firm with clients that span the corporate and private sectors and a clear mission: to catalyze a new, connected economy by aligning business and social purpose. Its new CEO will have a unique opportunity to deepen and expand the bridges and connections between the nonprofit and for-profit sectors and advance a common goal of creating social change for all. Reporting directly to the Board, the CEO will lead overall strategic, operational, financial and managerial responsibility for Common Impact, including oversight of an annual operating budget of $4M and a staff of 22 (with significant growth planned).

KEY RESPONSIBILITIES

- **Strategy Development and Oversight:** While Common Impact has a clear strategy and vision, the CEO will lead ongoing strategic planning and implementation processes that advance Common Impact into its next chapter. This includes creating a clear and bold vision and working with board and staff to refine and implement that vision.

- **People and Team Leadership:** The CEO will provide strong leadership with a lens for inclusion and accessibility across a team that is diverse and geographically dispersed. They will directly supervise a highly skilled leadership team of four (Chief of Staff, Chief Operating Officer, Chief Partnerships Officer and a Chief Programs Officer). The CEO will ensure that Common Impact attracts and retains top talent, continues to grow and strengthen a values-based culture, and leads with a lens for Diversity, Equity, and Inclusion, specifically around deepening Common Impact’s commitment to anti-racism.
Financial and Operational Management: This leader will ensure effective financial, legal, and operational management of the organization, including day to day finances as well as monthly, quarterly and annual reviews and aligning budgets with strategic plans. The CEO will mentor and coach department heads on the process of setting and meeting budgets and financial forecasting. They will ensure that Common Impact’s internal systems and processes support the work and continue to evolve as the organization grows and that all contracts and agreements are appropriately reviewed and managed. In addition to managing finances, the CEO will be responsible for ensuring ongoing revenue generation through business development and fundraising.

Board Engagement and Management: The CEO will provide ongoing management, communications, and updates to the Board of Directors, including supporting board committees, planning and executing agendas and materials for board meetings and retreats, and, in collaboration with Board members, developing and implementing strategies for succession planning, training, recruiting and other board development initiatives. They will collaborate with board members to develop and pursue new business development fundraising opportunities.

Thought Leadership and External Voice: This leader will serve as a key voice for Common Impact’s vision and message through writing and speaking engagements as well as conference participation as well as supporting other team members’ ability to serve as thought leaders. The CEO will cultivate and grow relationships and connections that extend Common Impact’s audience and voice.

Client Engagement: The CEO will ensure Common Impact’s client engagements are successful by providing strategic input and relationship management advice to the leadership team and occasional touchpoints with key clients. They will continue to strengthen Common Impact’s business development initiatives through thought leadership, coaching and mentoring leadership team members, and direct client engagement.

Living Common Impact’s Values: At Common Impact, we strongly believe that the spirit in which we do our work is as important as the work itself. We pride ourselves on excellence, innovation, fostering collaboration between groups that might not otherwise interact, and a willingness to have fun with our work. A successful candidate for this position will embody and protect our organizational values of service, unlikely partnerships, ingenuity, and levity.
CORE SKILLS REQUIRED FOR THIS POSITION

The CEO will be a seasoned leader and manager with experience in high-growth, high-impact initiatives. They will be deeply motivated by Common Impact’s ambitious mission and vision for social change and will have the business acumen required to grow an organization that can support this vision while also creating a workplace and team culture that attracts and retains talent.

Strong candidates will bring experience and significant skills in the responsibility areas outlined above. Ideally, they will have cross-sectoral experience and exposure to the fields in which Common Impact works, including issues facing Fortune 500 companies related to recruiting and retaining top talent, nonprofit capacity building, and Corporate Social Responsibility (CSR) and volunteerism.

While no one candidate will possess every quality outlined for this position, a successful candidate will bring many of the following professional qualifications and personal attributes. Business strategy and finance experience preferred.

- **Strategy Development and Oversight**
  - Ability to advance and build off a strategic plan and vision.
  - Experience collaborating with leadership team and board around strategy development and growth management.
  - A background leading both strategic and tactical approaches with ability to focus on the financial and operational health of the organization.

- **People and Team Leadership**
  - Experience building a culture that is mission-driven and high performing while empowering, inspiring, and developing staff across the organization.
  - Builds an environment where staff are retained and experience opportunities of professional and personal growth.
  - A background in promoting a culture and work environment where principles of equity, diversity, and inclusion are shared, practiced, and instilled throughout the organization.
  - Ability to develop a trusting and transparent relationship with staff during moments of change and growth.

- **Financial and Operational Management**
  - Experience ensuring revenue generation of a growing organization.
  - Ability to oversee financial and budget goals aimed at maximizing efficiency and expanding impact.
  - A background in developing and maintaining multiple streams of revenue and funding.

- **Thought Leadership and External Voice**
  - Savviness and diplomacy in building and maintaining relationships with both nonprofit and corporate partners.
  - A strong public speaker and written communicator.
  - An understanding of messaging, branding, and external relations.
• **Client Engagement**
  o Deep appreciation for a client service business model with the ability to drive creative solutions to client needs.
  o A knowledge and understanding of organizational consulting modalities and performance metrics.
  o Experience with capacity building work through corporate social responsibility within nonprofits or companies.

• **Board Engagement and Management**
  o Experience ensuring effective and efficient board committee structure.
  o Strong communication with board members and ability to build rapport with board chair.
  o A background in inspiring and motivating board members to engage in strategic planning and organization goal setting.

In addition to the skills and experiences outlined above, ideal candidates will bring humility, curiosity and a drive for continuous learning, a sense of humor, and a genuine desire to be part of a highly collaborative, supportive, and high performing team of mission-driven colleagues.

**HOW TO APPLY**
Common Impact is an equal opportunity employer committed to building a diverse community and strongly encourages people of color to apply. This is a full-time, exempt position based in Common Impact’s NYC office and reporting to the Board of Directors. Koya Partners, the executive search firm that specializes in mission-driven search, has been exclusively retained for this engagement. Molly Brennan and Martens Roc of Koya Partners have been exclusively retained for this search. To express interest in this role, please submit your materials by emailing Molly and Martens directly at CommonImpactCEO@koyapartners.com.

**Compensation and Benefits**
The salary range for this position is commensurate with experience. Common Impact offers competitive benefits, including 3 weeks of vacation, 10 holidays, the final week of the year off, and 12 sick days; a 401k plan and 2% match; paid parental leave; and medical and dental coverage.

**ABOUT COMMON IMPACT**
Common Impact is a nationally-recognized nonprofit founded in 2000 that works to build a society in which individuals and businesses invest their unique talents towards a shared purpose: strengthening the local communities in which we live and work. We connect corporate employees to nonprofit organizations with proven models to tackle the greatest challenges our communities face.
We break down barriers that exist between sectors and industries to create meaningful partnerships between companies, social sector organizations and the people that drive them. The common purpose of these connections: to deliver real value to each partner through innovations in community engagement and ultimately to address deeply rooted and complex social challenges.

With a deep understanding of both mission-focused and business goals, Common Impact enables growing nonprofits to achieve even greater results in our communities, while simultaneously engaging corporate employees in dynamic and challenging opportunities that develop their skills and unlock successful, purpose-driven careers.

Read more about our commitment to anti-racism, our services, our impact, the companies we work with and our nonprofit partners.