


Executive Director, Stanford Center on Philanthropy and Civil Society

 School of Humanities and Sciences, Stanford, California, United States

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Executive Director Stanford Center on Philanthropy and Civil Society

The Center on Philanthropy and Civil Society at Stanford University (**Stanford PACS**) is a research center within the School of Humanities and Sciences that develops and shares knowledge to improve philanthropy, strengthen civil society and effect social change. Stanford PACS is the publisher of the *Stanford Social Innovation Review* (**SSIR**).

The Executive Director (ED) is responsible for strategic leadership, fundraising, financial performance, organizational effectiveness and growth of the center through the expansion of research and programmatic initiatives. The center currently employs 25 full time employees, 11 postdoctoral fellows, and supports 5 affiliated faculty/scholars in addition to the three faculty directors. Stanford PACS currently has 9 research initiatives (Civic Life of Cities, Digital Civil Society Lab, Effective Philanthropy Learning Initiative, Ethics and Tech in the Public Sphere, Global Innovation for Impact Lab, Philanthropy and Democracy, Program on Democracy and the Internet, Polarization and Social Change Lab, and Recording Civic Action in China), and hosts a number of regular convenings such as the Junior Scholars Forum, Philanthropy Innovation Summit, and the First Principles Forum, to advance its mission to increase the pipeline of scholars, practitioners and leaders in philanthropy and civil society.

The ED formally reports to the three Faculty Co-Directors and informally reports to the Advisory Board Chair. The five Senior Leadership Team members who report to the Executive Director include: Deputy Director, Director of Partnerships and External Relations, Director of Philanthropy Research & Education, *SSIR* Editor in Chief and *SSIR* Publisher.

The Executive Director stewards a 15 member Advisory Board which includes key donors to Stanford University and globally recognized philanthropists. The ED leads all fundraising efforts to fund Stanford PACS’ \$11M consolidated annual budget. S/he liaises with the Office of Development – Humanities and Sciences on the plans for Center advancement, stewardship, and partnership development with relevant individuals and institutions to increase the sustainability of the organization.

The ideal candidate must be able to seamlessly navigate across academia and practice and engage effectively with cross-sector leaders. This requires an energetic, committed and innovative leader to manage the operations and cultivate sources of funding to advance the organization’s mission, goals and strategic priorities.

The Executive Director must be an experienced and unique leader who has the credibility to sustain and continue to build the profile of Stanford PACS at the University and beyond. In carrying out

responsibilities, the Executive Director has significant autonomy and is expected to have vision, savvy and initiative.

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CORE DUTIES:

- Provide leadership direction to assigned staff in the program area and oversee subordinate staff with program responsibility.
- Design, develop, and oversee implementation of the most complex programs. Devise and implement vision, strategy, goals, and resource development in consultation with faculty director. Assess entity/program efficacy. Shape development of research and/or teaching programs. Provide guidance to program staff or instructors.
- Define the overall activities of research/ teaching program(s), allocate appropriate staffing and other resources to achieve objectives. Develop and direct related policy. Provide strategic and financial advice to faculty director and/or senior management. Coordinate grant proposal submissions.
- Develop, maintain, and control the financial budget related to program(s); shape financial strategy and long-range financial planning.
- Serve as the principal advocate with foundations, funding, and gift sources

Education & Experience:

Advanced degree or combination of relevant education, training, and/or experience. Typically, five or more years of relevant experience in area of specialization and five or more years relevant experience managing staff. Experience managing a budget and developing financial plans, program partnerships and funding sources.

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Knowledge, Skills and Abilities:

- Ability to develop program partnerships and funding sources.
- Advanced oral, written and analytical skills exhibiting fluency in area of specialization.
- Excellent leadership skills.
- Ability to manage budgets and develop financial plans.

Additional Preferred Expertise and Experience Include:

- 15 or more years of professional experience preferred with emphasis on senior leadership, fundraising and development operational management, finance and budget management, program management and marketing and communication skills.
- Demonstrated leadership in academia, philanthropy, civil society, and the nonprofit sector. Business or government experience of interest but not necessary.
- Fundraising and development expertise required.
- Proven ability to lead organizational infrastructure, work with a wide range of people inside and outside of the University.
- Ability to do effective public speaking.
- Visionary and strategic leadership skills.
- Ability to make decisions, launch programs, and initiate activities as the organization’s senior executive.
- Willingness, savvy and ability to navigate a complex institutional setting.
- Excellent written and verbal communication skills required.

This is a continuing position with the intent to sustain Stanford PACS as a leading philanthropy center globally over the next decade.

Why Stanford is for You

Imagine a world without search engines or social platforms. Consider lives saved through first-ever organ transplants and research to cure illnesses. Stanford University has revolutionized the way we live and enrich the world. Supporting this mission is our diverse and dedicated 17,000 staff. We seek talent driven to impact the future of our legacy.

Our **culture** and **unique perks** empower you with:

- **Freedom to grow.** We offer career development programs, tuition reimbursement, or audit a course. Join a TedTalk, film screening, or listen to a renowned author or global leader speak.
- **A caring culture.** We provide superb retirement plans, generous time-off, and family care resources.
- **A healthier you.** Climb our rock wall or choose from hundreds of health or fitness classes at our world-class exercise facilities. We also provide excellent health care benefits.
- **Discovery and fun.** Stroll through historic sculptures, trails, and museums.
- **Enviably resources.** Enjoy free commuter programs, ridesharing incentives, discounts and more!