



Job Description Executive Director - Docs In Progress

OVERVIEW

Docs In Progress is a 501(c)(3) non-profit organization based in Silver Spring, Maryland. Our mission is to provide individuals with the tools to tell stories through documentary film that educate, inspire, and transform the way people view their world. By developing, encouraging and celebrating new and diverse voices in documentary film, we also seek to deepen the public's experience, understanding and appreciation for documentary as a form of art and expression. We do this by offering an array of programs and services aimed at supporting aspiring and experienced documentary filmmakers and the broader community.

The Executive Director serves as the chief executive officer of [Docs In Progress](#) and, in partnership with the Board of Directors, is responsible for the organization's success. The Executive Director has a clear and compelling strategic vision that assures Docs In Progress's relevance to the community and its diverse constituents, and will expand that relevance to new constituents, partners and funders. The ED is dedicated to a culture of transparency, partnership and innovation.

A multifaceted position, the Executive Director must handle detailed, complex concepts and problems, balance multiple tasks simultaneously and make timely decisions around both strategic and administrative issues. This is a great opportunity for a proven leader with a track record of success in team building and fundraising who wants to make their mark taking Docs in Progress to the next level.

SCOPE OF POSITION

The Executive Director is responsible for overseeing the administration, programs, finances, strategic plan and the overall health and performance of the organization. Leadership is key. Other primary duties include revenue generation, fundraising, marketing, building partnerships and community outreach. The Executive Director reports directly to the Board of Directors.

RESPONSIBILITIES

The Executive Director will ensure Docs In Progress has the systems and resources to deliver on our mission, including setting, managing and achieving ambitious objectives as well as collaborating with staff in this work. The Executive Director will ensure that Docs In Progress is financially healthy, using resources in the most strategic way possible to have the greatest impact and will operate using best practices.

The work largely falls into three main categories:

Financial Growth, Fundraising & External Relationships (50%)

- Lead and direct development efforts by crafting and executing Docs In Progress's annual fundraising plan and strategy that includes securing grants and building an individual donor program. Responsible for meeting deadlines for all grant reports.
- Build and cultivate new and existing relationships with major donors, private sector and funding institutions, building trust, communicating regularly, and collaborating to move our objectives forward.
- Identify and cultivate new partners for revenue generation and program development to help insure Docs In Progress's future.
- In partnership with the Board, plans and administers the annual operating budget, ensuring the long-term financial viability of the organization.
- Act as the organization's primary spokesperson (events, media, etc.)

Program Oversight (25%)

- Plans with the Board, staff, and community, the programs and services that will meet the needs of the community and fulfill Docs In Progress's mission; regularly evaluates these programs and services in the light of changing needs and available resources.
- Until a program director/coordinator is hired, will need to manage programs to be certain they meet the confines of grant contracts of which there are three program portfolios: artist services, public programs, and education programs.

Staff and Board Management (25%)

- Directly manage and support the staff of Docs In Progress.
- Model and ensure an inclusive, welcoming, and inspiring organizational culture aligned with our values for all of our staff to excel within and contribute.
- Maintains regular communication with Board members on progress of plans and objectives.

KEY QUALIFICATIONS

The Executive Director of **Docs In Progress** is action-oriented, innovative and translates broad goals into achievable steps; anticipates and solves problems; takes advantage of opportunities and is a self-starter and team player.

The position requires demonstrated experience in the following areas:

- Knowledge and proven success in philanthropy, fund development and grant writing, nonprofit management and governance, and community relations.
- Strong written and verbal communication skills.
- High level personal skills to make formal, persuasive presentations to groups and to deal effectively with people from all segments of the community, including the Board, staff, volunteers, donors, and greater community.
- Excellent administrative and organizational skills including experience with nonprofit management; able to articulate goals clearly and to give staff both the responsibility

and the authority to achieve them.

- Strong technology skills/computer skills to leverage across the organization.
- Must adhere to a policy of diversity and inclusion.

EDUCATION/REQUIREMENTS

Bachelor's degree; Master's preferred but not required.

3-5 years' experience in a senior leadership/management position with demonstrated success in fundraising or equivalent experience.

SALARY AND BENEFITS:

Salary in the high 50s to mid 60s

Health Insurance

Onsite, garage parking

Paid sick leave, vacation days and paid holidays

Credit union membership available

HOW TO APPLY: Send resume and cover letter via email to search@docsinprogress.org

No calls please.

Deadline: October 20, 2020