



Job Title: Executive Director (ED)

Reports to: Board of Directors

Employment status: FLSA exempt. Full-time.

Location: Hybrid within San Diego metro area

Salary Range: \$85,000-\$100,000/annual salary

Benefits: Health Insurance for employee only, with purchase options for dependents/family. Subsidized Vision and Dental purchase options. Access to Wellness Policy [Cal Perks Vendor Discounts](#), Holidays: 16 paid holidays. Unlimited PTO. Life Insurance. Mileage Reimbursement: federal rate when driving for official work business. Traditional IRA Retirement Plan (no employer match). Workers Compensation: Provided through State Fund Insurance

Who we are:

The mission of Nonprofit Solutions (NPS) is to cultivate nonprofit organizations through connection, innovation, and investment in the whole person. We offer professional development and consulting services that engage and inspire our community partners. NPS has provided management assistance to nonprofits throughout Southern California and beyond since 1991, training more than 110,000 professionals to run hundreds of nonprofit organizations more efficiently. We strive to create a place for nonprofit professionals to learn, connect with their peers, and grow both personally and professionally.

In addition to nonprofit expertise ranging from Nonprofit Essentials to the Certificate in Nonprofit Management, NPS supports and promotes inclusive workplaces and emotionally intelligent leaders to better serve their teams and the community. We are proud of the exponential impact we have had on those vital organizations and our community. Ultimately, our vision is to create a world where mission-driven organizations are uplifted, ignite change, and better their communities.

Position Overview:

The Executive Director is responsible for managing the organization's administration, programs, and strategic plan. Our funding model is primarily earned revenue; therefore, you will spend the majority of time cultivating and stewarding members, contracts, and government grants. The ED will work closely with the Board of Directors to develop and implement strategies to further the mission, vision, and goals of the organization. This role encompasses leadership in management supervision, financial oversight, community relations, and ensuring sustainable growth of the nonprofit's programs and services. You'll need to stay informed of professional development trends and topics of continuing education. Relationships with subject matter experts (SME) is imperative.

Key Responsibilities

Business Development & Revenue Generation (50%):

- Lead the solicitation and stewardship of members, client consulting business development, and government grants for NPS programs and services
- Act as the primary spokesperson for the organization, building and maintaining relationships with stakeholders, including community leaders, funders, government agencies, and partner organizations
- Cultivate a strong, positive public image of the organization, enhancing its presence and reputation in the community
- Develop strategic partnerships and collaborations that advance the organization's mission and expand its reach
- Network with similar organizations throughout California and the US

Leadership & Management (25%):

- Provide visionary leadership and overall direction for the organization
- Lead, manage, and support a small staff, ensuring the effective implementation of programs and services
- Supervise and mentor staff, ensuring that each department operates efficiently and in alignment with the organization's mission and goals
- Recruit, hire, release, and manage all paid personnel and consultants
- Foster a collaborative and inclusive work environment, ensuring staff development, morale, and retention - Practice what we teach

Financial Management (15%):

- Develop and manage the annual budget in collaboration with the staff and Board of Directors
- Ensure the organization's fiscal integrity by monitoring revenue, expenses, and cash flow
- Oversee the financial management of grants, donations, earned revenue, and other funding sources to maintain transparency and accountability
- Lead philanthropic initiatives, including grant writing, donor stewardship, and special events
- Ensure compliance with all local, state, and federal regulations and reporting requirements

Governance (10%):

- Serve as the primary liaison between the Board of Directors and the organization, ensuring open communication and collaboration
- Assist the board in governance functions, including board and committee member recruitment, training, and external networking

- Provide regular reports on the organization's financial health, program outcomes, and strategic metrics
- Support and attend all board meetings and relevant committee meetings
- Recommend a strategic planning consultant to facilitate the visioning with the board every three to four years

Qualifications:

- Bachelor's or Master's degree in nonprofit management, business administration, higher education, or a related field
- Minimum of five years experience as an executive director or senior leadership role in a nonprofit
- Strong understanding of financial management and budgeting principles
- Exceptional leadership, team-building, and decision-making skills
- Experience working with and reporting to a board of directors
- Strong interpersonal, communication, and public speaking skills
- Demonstrated experience in resource development, revenue generation, and an existing network of colleagues to cultivate
- Knowledge of local, state, and federal regulations pertaining to nonprofit operations
- Knowledge of professional development or consulting preferred
- Strong proficiency with technology, including CRM systems, Google Suite, project management software, and other remote technology
- Persuasive writing skill

Workplace Culture:

At Nonprofit Solutions, we believe in cultivating a workplace that reflects the core values of our mission: connection, innovation, and investment in the whole person.

We are looking for an Executive Director who embodies our values and can lead our small team and member community with purpose and empathy in an organization that values diversity, open communication, and flexibility.

If you are passionate about creating a supportive and inclusive atmosphere where Individuals are empowered to grow, innovate, and contribute to meaningful social change, please tell us about that in your cover letter. We seek a leader who is inspired to move our mission forward with energy and vision (and a healthy dose of humor). If you are looking for an organization where your leadership can make a tangible difference in the lives of nonprofit professionals, we welcome you to consider joining our team.

How to Apply:

Interested candidates should submit a cover letter that includes your professional success metrics and a resume to jobs@npsolutions.org. Open until filled.