

**Public Architecture ([publicarchitecture.org](http://publicarchitecture.org))**

Public Architecture is a small but highly impactful organization that has built the largest pro bono design marketplace in the world. Our flagship program, The 1%, matches nonprofits in need with design firms providing pro bono service, including many of the most influential design firms in the nation. These firms annually contribute a total of \$60MM in billable hours to support nonprofits that serve an estimated 100MM constituents worldwide. Public Architecture is covered routinely in design and mainstream press, and has been the winner of several design and social innovation awards. We have also been recognized by institutions like Harvard Business School, which did a case study on Public Architecture, and by the Clinton Global Initiative as a 2015 invitational member. As a leading voice in the social impact design movement, Public Architecture has institutionalized pro bono service for the first time in the history of the design profession.

Public Architecture now seeks to refine operations and accelerate growth with a mission-focused, strategic, and process-minded leader. The Executive Director will lead a team and develop a performance culture among a group of diverse, talented individuals. The Executive Director must be a leader who is able to help others at Public Architecture deliver measurable results that make the vision a reality. While it is essential that the Executive Director bring efficient and effective systems to increase the productivity of the organization, it is also critical that the team retain the agile and creative approach that drives Public Architecture's success.

**Job Description: Executive Director**

Reporting to the Board of Directors, the Executive Director will lead the internal operations and external activities and will have the following responsibilities:

1. Serve as the internal leader of the organization
  - a. Coordinate the annual operations plan and budget
  - b. Lead the performance management process that measures and evaluates progress against goals for the organization
  - c. Develop an accounting system that provides the organization with access to financial information and enables strategic budgeting
  - d. Oversee and improve administrative and operational accounting processes such as grants management, payroll, accounts payable, and financial reporting
  - e. Provide for all staff a strong day-to-day leadership presence; bridge our diverse program operations and support an open-door policy among all staff
2. Lead the development of Public Architecture's strategic goals and objectives as well as the overall management of the organization.
3. Play a leadership role in representing the organization externally
4. Help develop thought leadership around specific topics/emerging program areas
5. Development—working with the Board, the Executive Director will be responsible for:
  - a. Strategic vision and implementation
  - b. Communication oversight with key individuals and organizations
  - c. Pipeline creation and management

- d. Oversee administrative aspects including proposal preparation and grant writing
6. Manage Board communications and activities, and serve ex-officio on all Board committees

### **Qualifications**

As a prerequisite, the successful candidate must believe in the core values of Public Architecture and be driven by the mission. The candidate should demonstrate a passion for breaking new ground to lead social change. Beyond that, we are seeking a candidate that has proven experience in scaling a multi-program organization and a demonstrated ability to both lead and build the capabilities of a driven, bright, diverse team.

The successful candidate will most likely have had management experience with a nonprofit organization. As noted, this is an organization driven by the values of its people, so experience in managing a “values-driven” organization will be highly prized. Additional requirements are:

- Results-proven track record of achieving goals and a bottom-line orientation; evidence of the ability to consistently make good decisions through a combination of analysis, wisdom, experience, and judgment; high level of business acumen including successful P&L management; the ability to balance the delivery of programs against the realities of a budget; and problem solving, project management, and creative resourcefulness
- Strategic Vision and Agility—ability to think strategically, anticipate future consequences and trends, and incorporate them into the organizational plan
- Capacity Building—ability to effectively build organization and staff capacity, developing a top-notch workforce and the processes that ensure the organization runs smoothly
- Leadership and Organization—exceptional capacity for managing and leading people; a team builder who has experience in scaling up organizations; ability to connect to staff both on an individual level and in large groups; capacity to enforce accountability, develop and empower top-notch leaders from the bottom up, lead from the top down, cultivate entrepreneurship, and learn the strengths and weaknesses of the team so as to put people in a position to succeed
- Action Oriented—enjoys working hard and looks for challenges; able to act and react as necessary, even if limited information is available; not afraid to take charge of a situation; can overcome resistance to leadership and take unpopular stands when necessary
- General Management—thorough understanding of finance, systems, and HR; broad experience with the full range of business functions and systems, including strategic development and planning, budgeting, business analysis, finance, information systems, human resources, and marketing
- Educational background—undergraduate degree required; MBA or similar advanced degree highly desired as well as experience in the field of design

Job Location: San Francisco

Compensation: This is an outstanding opportunity for a highly motivated professional to assume a pivotal role in the evolution of a highly respected organization. We are seeking an individual of outstanding quality with a respected track record. Public Architecture is prepared to offer an attractive compensation package, including a competitive base salary as well as health and vacation benefits.

To Apply:

Please send cover letter and CV to [info@publicarchitecture.org](mailto:info@publicarchitecture.org) and let us know why you would be the best person for the job.