

## **Community Initiatives Job Opportunity**

Project: Ecosystem Building Leadership Network (EBLN)

### **Job Title:**

Executive Director

### **About the Opportunity:**

Step into the heart of innovation and leadership at the Ecosystem Building Leadership Network (EBLN), where your vision and expertise will shape the future of entrepreneurship ecosystem building across the United States. As the Executive Director, you will be a driving force behind a vibrant and inclusive impact network, dedicated to fostering economic growth and community wellbeing through strategic collaboration and impactful change. This is a unique chance to lead a mission-driven initiative, inspiring a diverse group of stakeholders and ecosystem builders to unite under a shared goal: to transform the landscape of entrepreneurship ecosystem building with forward-thinking approaches and a commitment to diversity, equity, and inclusion.

The Executive Director is a grant-funded position responsible for ensuring the successful growth and establishment of the Ecosystem Building Leadership Network. The purpose of the organization is to lead a collaborative process to advance the entrepreneurial ecosystem building field of practice in the United States.

The dynamic and growing network consists of ecosystem builders and national resource providers that support entrepreneurs. The Executive Director will provide strategic and visible leadership to advance the field of ecosystem building and to catalyze the collective impact of members.

The ideal candidate will bring a track record of driving consensus among diverse stakeholders, competencies in project management, demonstrated advancement of diversity, equity, and inclusion, and the ability to thrive in a fast-paced, entrepreneurial environment.

The Executive Director position is grant-funded for 12 months. With success in the role, the position will continue beyond this period. The Executive Director will have the support of a part-time program assistant, a DEI consultant, and a network development and facilitation consultant (total organizational staffing is approximately 1.25 – 1.5 FTE).

### **About the Ecosystem Building Leadership Network:**

The Ecosystem Building Leadership Network (EBLN) is dedicated to advancing entrepreneurship ecosystem building as a respected practice, a trusted profession, and a means to promote economic health and community wellbeing. EBLN is committed to developing a dynamic “impact network”—a diverse collaboration of stakeholders focused on systemic change through collective resources, knowledge, and actions.

EBLN is a fiscally sponsored project of Community Initiatives.

### **About Community Initiatives:**

Community Initiatives provides comprehensive administrative services that significantly reduce the administrative burden on nonprofit projects in the Community Initiatives network. As a comprehensive fiscal sponsor, Community Initiatives takes on all legal and fiduciary responsibility for nonprofit projects, their employees, and their activities.

## **Principal Responsibilities**

### **Strategy & Organizational Development (25%)**

- Work with Leadership Council and EBLN chair(s) to clearly define the strategic plan for EBLN.
- Lead the Leadership Council in building the necessary infrastructure, platforms, and tools to support the needs of a growing, diverse Network.
- Lead the Leadership Council in defining the future structure and model for membership, including what revenue streams are required to support Network activities.
- Model innovation and successful startup practices to stand up and grow the organization.
- Develop a set of measurable outputs and outcomes for EBLN's work, including those that might be achieved collectively through work with partners.

### **Network Facilitation & Culture (25%)**

- Prioritize diversity, equity, and inclusion to grow a Network where all individuals can thrive, contribute their unique perspectives, and achieve their full potential as ecosystem builders.
- Encourage open dialogue, feedback, and collaboration with the Network to continuously improve and ensure that our Network reflects diverse ecosystem builders.
- Invest in building relationships with the Leadership Council and EBLN's current and prospective membership base.
- Promote the vision of an integrated network of ecosystem builders and oversee all areas of collaboration across the network.

### **Fiscal Sustainability (25%)**

- Explore diverse fundraising strategies, including revenue and business models, to

ensure sustainability and growth of the network.

- Develop and execute a sustainable funding plan including building relationships with sponsors, and identify, apply, and manage grants to support EBLN's operations.
- Ensure that all accounts, financial agreements, files, and other assets are appropriately managed.
- Grow the membership, with a view to inclusivity and diverse representation across the spectrum of the entrepreneurship ecosystem.

### **Thought Leadership & Partnerships (25%)**

- Position EBLN to be a thought leader in the field of ecosystem building.
- Identify potential areas of collaboration for the Network.
- Synthesize and disseminate work done by the Network and experts about ecosystem building in various sectors of entrepreneurship.
- Represent the organization at conferences, in the media, and other appropriate channels in consultation with the Leadership Council.
- Provide visible, respected leadership in the ecosystem building community and manage relationships with key local and national partners.
- Develop inspiring materials and presentations that communicate the work to prospective members.

### **Required Competencies**

- Bachelor's degree or equivalent experience required, advanced degree preferred.
- Minimum of five years experience in nonprofit or professional network management.
- Ability to work in ambiguity.
- Ability to thrive in non-hierarchical organizations.
- Experience testing and validating new business models.
- Demonstrated commitment to fostering a diverse, equitable, and inclusive environment that embraces the unique perspectives, backgrounds, and talents of all individuals.
- Strong skills in coordinating work with colleagues and managing processes and timelines.
- Ability to work independently as an individual contributor; manage multiple priorities; function effectively in a fast-paced entrepreneurial environment; and make prudent decisions.
- Excellent communication skills, including strong writing, presentation and interpersonal

skills, especially when working in situations requiring tact/diplomacy.

- Attention to detail and effective organizational skills.
- Ability to establish good working relationships with a broad range of constituents.
- Understand ecosystem building strategies across different sectors.
- Understanding of grant process and fiscal management.
- Work with a high degree of integrity and hold high ethical standards.

### **Required Qualifications**

- Experience leading diverse teams.
- Demonstrated experience growing and sustaining an organization or program.
- Fluency with effective organizational and operational practices, particularly in budgeting and financial management.
- Capacity to develop strategic financial approaches to maximize resources.
- Demonstrated success in grant writing and fundraising.
- Previous experience in philanthropy, a charitable organization, or working with grant applications and processes.
- Stakeholder management and leadership expertise.
- Excellent written and oral communication skill sets.
- Ability to build consensus among a diverse group of individuals and organizations.

### **Preferred Qualifications**

- Experience with social entrepreneurship, field building, and/or leading "impact networks" or related experiences.
- Experience with the principles of entrepreneurial ecosystem building.
- Experience with EBLN's precursor, the [Ecosystem Building Leadership Project](#) (EBLP).
- Interest and experience in the US entrepreneurship sector, with extensive knowledge of the different ecosystem stakeholder groups.

### **Benefits**

This is a full-time, exempt position and will be working remotely.

Community Initiatives offers a competitive salary of \$135,000 - \$150,000/year based on experience and a comprehensive benefits package including:

- Fully paid medical, dental and vision
- 401k with employer match

- Basic life insurance, Accidental Death & Dismemberment, Short-Term Disability, and Long-Term Disability
- 4 weeks of vacation
- 11 paid holidays
- 4 floating holidays

### **Application Instructions**

Interested candidates should submit a cover letter with salary requirements and resume to Rula Adranly, Community Initiatives Associate Director of Human Resources at [Rula.Adranly@communityinitiatives.org](mailto:Rula.Adranly@communityinitiatives.org).

### **Equal Employment Opportunity**

Community Initiatives is an equal opportunity employer and gives consideration for employment to qualified applicants without regard to age, race, color, religion, creed, sex, sexual orientation, gender identity or expression, national origin, marital status, disability or protected veteran status, or any other status or characteristic protected by federal, state, or local law.