



## **Job Description Executive Director - Docs In Progress**

### **OVERVIEW**

Docs In Progress is a non-profit organization based in Silver Spring, MD which gives individuals the tools to tell stories through documentary film to educate, inspire, and transform the way people view the world. 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 and, in partnership with the Board of Directors, is responsible for leading the organization's success. The Executive Director has a clear and compelling strategic vision that assures Docs In Progress' 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, innovation, and inclusion.

The Executive Director plays a hands-on role, managing detailed, complex concepts and problems, balancing multiple tasks simultaneously, and making timely decisions around both strategic and administrative issues.

### **SCOPE OF POSITION**

The Executive Director is responsible for overseeing the overall health and performance of the organization, including administration, programs, finances, and strategic planning. Primary duties include fundraising and revenue generation, building partnerships, and community outreach. The Executive Director reports directly to the Board of Directors.

### **ESSENTIAL DUTIES & RESPONSIBILITIES**

The Executive Director will ensure Docs In Progress has the systems and resources to deliver on the mission, including setting, managing and achieving ambitious objectives as well as collaborating with staff and board 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' annual fundraising plan and strategy that includes securing grants and building an individual donor program; at least \$150-200k to be raised annually. Responsible for meeting deadlines for all grant reports.
- Build and cultivate new and existing relationships with major donors, the private sector, and funding institutions. Build trust, communicate regularly, and collaborate to generate revenue, goodwill, and increase donor engagement.
- Identify and cultivate partners for revenue generation and program development.

- In partnership with the Board, plan and administer 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%)**

- With the Board and staff, plan the programs and services that will meet the needs of the community and fulfill Docs In Progress' mission; regularly evaluate these programs and services in the light of changing needs and available resources.
- Oversee 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%)**

- Determine the most appropriate staff structure for executing programs and administrative activities.
- Recruit, train, and 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.
- Maintain 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; a self-starter and team player; and passionate about achieving the organization's mission.

The position requires the following:

- Appreciation of documentary filmmaking; knowledge of the local and larger filmmaking community a plus.
- Bachelor's degree; Master's in arts or business management preferred but not required.
- A minimum of 3-5 years in a leadership/management position.
- Nonprofit management and governance oversight.
- Proven success in philanthropy, fund development, and grant writing.
- Outreach and community relations, including the capacity to make formal, persuasive presentations.
- Excellent administrative and organizational skills.
- Experience managing numerous projects and programs, preferably film, arts, and/or education.
- Leading strategic planning processes, and setting achievable goals.
- Personnel management, including the ability to articulate goals clearly and to give staff both the responsibility and the authority to achieve them.
- Technology/computer skills to ensure administrative and programmatic resources are available.
- Strong commitment to a policy of diversity and inclusion.
- Some evenings and weekends required.

**SALARY AND BENEFITS:**

Salary in the 60s

Health Insurance

Paid sick leave, vacation days and paid holidays

Work schedule flexibility, including some remote

Onsite garage parking

**NON-DISCRIMINATION POLICY**

Docs In Progress is an equal opportunity employer and prohibits discrimination of any kind. All employment decisions are based on business needs, job requirements, and individual qualifications, without regard to race, color, religion or belief, sex, sexual orientation, gender identity, national origin, veteran status, disability status, family or parental status, age, or any other status protected by law. Docs In Progress encourages all qualified individuals to apply.

**HOW TO APPLY:** Send resume and cover letter via email to [search@docsinprogress.org](mailto:search@docsinprogress.org)

No phone calls, please.