ORGANIZATION

Founded in 1999 to advance the nonprofit sector's communications capacity, FrameWorks Institute is a nonprofit think tank that designs, conducts, interprets and explains communications research to advance the resolution of social problems. Staffed by leading social science researchers and experts in translating research into learning, Frameworks conducts research and translates it into actionable guidance for nonprofit leaders engaged in positive social change. The work of the organization involves advanced research, development of curriculum and instruction for adult learners and technical assistance to improve the practice of nonprofit communicators. It is built around the Institute's unique communications approach: Strategic Frame Analysis™ (SFA). The SFA approach stresses a critical combination of research methods (qualitative and quantitative) to support both descriptive and prescriptive investigations of the power of communications frames. Since its founding, FrameWorks has contributed substantially to a transformation in communications practice, from measuring the effectiveness of communications strategy by merely counting news clips to a higher standard of empirically testing and documenting changes in policy preference. As such, it is among the most influential communications organizations operating in the nonprofit sector today. The Institute is located in downtown Washington, DC.

POSITION

Now in its fifteenth year, Frameworks Institute is a well established and growing organization seeking a Managing Director to oversee and inform the daily work and implementation of the organization's mission across a diverse array of projects and staff. Reporting to the President and CEO and as a peer to three senior leaders, the Managing Director will conceptualize and manage complex project plans, working in close collaboration with the senior management team. The primary responsibility of this position is to enhance the internal organizational processes and infrastructure that will allow Frameworks to continue to grow and fulfill its mission. The President
and CEO is seeking an individual who is knowledgeable and experienced in the management of complex nonprofit organizations and who can function at a high level within this dynamic organization.

DUTIES & RESPONSIBILITIES

The Managing Director will partner with the President & CEO on essential internal leadership activities for the Institute. These include:

Financial Management and Oversight:
- Direct and administer all financial plans and oversee business policies and accounting practices
- Develop and monitor project budgets to assure organizational efficiency and appropriate resource allocation; manage cash flow
- Oversee staff and consultants in the billing and accounting process
- Coordinate the annual budget planning process and oversee long term budgeting
- Ensure that the organizational accounting system provides quick access to financial information and enables strategic budgeting
- Compose budgets for specific products or processes
- Oversee grants administration, including reporting

Project Development and Management
- Compose new business proposals and related budgets
- Translate existing multi-faceted projects into timelines, deliverables and assignments, working with other senior managers
- Oversee the implementation of project plans and provide mid-course corrections
- Develop processes to ensure the delivery of timely and high-quality products to inform multiple learning venues

Human Resources and Team Development/Leadership
Provide input and guidance to staff in the role of chief personnel officer. Includes:
- Oversight of recruitment, hiring, compensation and performance management (including performance review process)
- Benefits administration and oversight
- New employee onboarding and professional development
- Retention strategies
- Regulatory oversight and legal compliance
- Mentoring, coaching; visible, approachable sounding board and resource
- Working with senior management peers, establish staff performance and development goals, assign accountabilities, establish priorities, conduct annual performance appraisals and administer salary adjustments
Operations

- Oversee risk management and legal activities: letters of agreement, contracts, leases and other legal documents and agreements
- Ensure appropriate business insurance: procurement, monitoring and management
- Ensure the ongoing maintenance and updating of information systems and infrastructure
- Manage organizational reporting and monitoring
- Oversee administrative functions for Frameworks’ office and virtual staff, ensuring smooth daily operations of physical plant and equipment
- Upgrade and implement an appropriate system of policies, internal controls, accounting standards and procedures
- Provide for all staff a strong day-to-day leadership presence
- Maintain continuous lines of communication, keeping the CEO informed of all critical issues
- Provide effective and inspiring operational leadership to the work of the Institute by developing a broad and deep knowledge of all programs

QUALIFICATIONS

- Master’s Degree required
- Strong operational experience: ideally has worked in a senior management role for 10+ years in a complex, socially responsible nonprofit organization
- Experience in project development and management
- Facility with financial data
- Experience in personnel management, especially with diverse, highly skilled staff (e.g. faculty)
- Excellent judgment and creative problem solving skills including negotiation and conflict resolution skills
- Strong mentoring, coaching experience to a team with highly skilled professionals
- Superior management skills, ability to influence and engage peers and other staff
- Capable of independently managing time and the tasks associated with a fast-paced organization
- Demonstrable evidence of strong written and oral communications skills
- Excellent analytic, organizational and writing skills
- Strong interpersonal and relationship building skills with experience leading diverse work team and partnering with a CEO
- Ability to work effectively in a dynamic environment both independently and as part of a team – flexible and able to multi-task
- Familiarity with social science disciplines and methods and with applied research preferred
- Willingness to travel
• Entrepreneurial spirit and drive - professionalism, high energy, patience, hard work and a “can do” attitude
• Personal qualities of integrity, credibility and commitment to Frameworks Institute’s mission
• Ability to explain Frameworks’ work and represent the organization to external audiences

This position reports to Chief Executive Officer and must be collaborative and responsive to a wide array of staff and consultants in the national office and around the country. The Managing Director staffs and is a member of the senior management team, which includes the CEO, Vice President of Research and Director of Learning.

Compensation
Frameworks Institute offers a competitive compensation package including salary, health, 401k and vacation benefits; salary and benefits are commensurate with experience and personnel structure of the nonprofit FrameWorks Institute.

Resume with complete employment history and education background plus a relevant writing sample or publication should be submitted electronically to jobs@frameworksinstitute.org. Review of applications will begin August 23 and continue until the search process has been concluded. Please check out FrameWorks’ website (www.frameworksinstitute.org) to ensure position is still available before submitting. No solicitations please.

*Frameworks Institute is an Equal Opportunity Employer. Personnel are chosen on the basis of ability without regard to race, religion, sex, national origin, disability, marital status or sexual orientation, in accordance with federal and state law.*