



71 Valley Street, Suite 301
South Orange, NJ 07079
www.odnetwork.org
t +1 973 763 7337 f +1 973 763 7488

Executive Director Position Description

Overview

BOARD OF TRUSTEES

Christi A. Olson, Ph.D.
Board Chair
AvidWork, Inc.

Michael Broom, Ph.D.
Center for Human
Systems

June E.K. Delano
The Monitor Group

Tamara Hamilton
National Education
Association

Margaret Franks Hoyer
ex officio
Organization
Development Network

Kenneth W. Jones
KJ Associates

Lisa Kimball
Group Jazz

Robert J. Marshak, Ph.D.
American University

Christine J. Young
Merck

The Executive Director leads and manages the Organization Development Network, an international professional association of organization development practitioners. Organization development is a field central to creating effective and healthy human systems in an inclusive world community. The OD Network believes in a world in which organizations and communities are productive, effective, healthy, and sustainable. The Network offers the finest resources, professional development, and networking opportunities for organization development professionals. Members come from all 50 states, Canada, Mexico, Puerto Rico, and around the world. Members include external consultants; others who work within their organizations to promote healthy change; academics and students; and professionals from industry, nonprofit, education, and government. OD Network brings them together to share the latest thinking and resources to help them improve their practice.

The role of the Executive Director is to serve as the public face of the Network; to develop and implement strategic and operating plans in partnership with the Board; to oversee the finances of the organization; to manage the staff, volunteers, and contractors; and to direct membership activities and fundraising. All of this needs to be executed in a manner consistent with the collaborative culture of the OD Network and the values of the profession.

Responsibilities

1. Strengthen the OD Network's position as a leader of the field
2. Partner with the Board to create a strategic plan and then implement the plan
3. Translate the OD Network's mission & vision into action
4. Develop and implement plans for marketing and fundraising
5. Develop and implement a marketing plan
6. Ensure key programs grow to meet changing market needs
7. Build strategic relationships, partnerships, and alliances
8. Ensure fiscal stability; maintain operational and financial solvency
9. Serve as the staff HR function
10. Recruit and manage volunteers
11. Report regularly to the Board of Trustees
12. Liaison between Board and staff
13. Oversee the OD Network's publications
14. Generate and ensure revenue streams, including through fundraising
15. Ensure a workplace that aligns with the organization's values
16. Provide oversight for programs and services
17. Ensure conditions which promote an effective and healthy staff
18. Set a high level of ethics, prudence, creativity, and concern for the OD Network staff

Salary:

\$100,000,
depending on
qualifications and
experience

Location: The OD
Network is
headquartered in
New Jersey. The
Executive Director
needs to maintain
a strong presence
with the
headquarters
staff, but does
not absolutely
need to reside in
New Jersey. Other
arrangements
would need to be
approved by the
Board of Trustees.

Capabilities

- **Professional Capability**
 - Displays and maintains a high level of professional knowledge and capability
 - Knows the industry and key forces operating within it
 - Demonstrates knowledge of the industry, including its history, stakeholders and emerging trends
- **Strategic Management**
 - Knows the mission and vision, uses this knowledge to contribute to success
 - Translates strategic direction into concrete plans and activities
 - Responds to events and opportunities in ways that are consistent with OD Network strategy
- **Driving for Results**
 - Has established methods and approaches to achieve objectives and exceed goals successfully
 - Can be counted on to achieve goals successfully
 - Steadfastly pushes self and others for results
 - Motivated toward execution and anticipates opportunities to excel
 - Takes ownership for achieving results
- **Influencing & Collaboration**
 - Works with others to develop, motivate, and drive the organization mission
 - Ability to listen, understand, and empathize to achieve commitment to goals
 - Enables a free flow of communication within and outside the organization
 - Involves stakeholders in appropriate and timely ways
 - Negotiates win-win solutions consistent with the organization strategy
- **Financial Acumen**
 - Works to keep financial accountability and information to Board on track
 - Manages the organization to meet financial goals
 - Well organized and detailed – consistently keeps things on track
 - Evaluates investment opportunities considering all relevant factors
 - Keeps the Board informed through accurate forecasting, budgeting and reporting
 - Submits reports in a timely and complete manner
- **Personal Impact**
 - Maintains a high level of personal impact and integrity
 - Maintains a positive outlook in the face of adversity and ambiguity
 - Projects confidence in dealing with difficult situations and people
 - Looks at the broadest possible view of an issue/challenge and can discuss impact of issues
 - Candid and straightforward, challenges where appropriate
- **Clear Thinking and Decision-making**
 - Makes sound decisions in addressing difficult issues or situations:
 - Draws on broad knowledge and experience when dealing with complex issues
 - Makes timely, difficult decisions even in the face of uncertainty
 - Uses analysis, experience, and good judgment in making decisions
 - Welcomes opposing points of view
 - Demonstrates good judgment about when or how to challenge

