



INTERNATIONAL ACADEMY OF COLLABORATIVE PROFESSIONALS

www.collaborativepractice.com

EXECUTIVE DIRECTOR POSITION AVAILABLE

1.0 FTE, Exempt, Telecommuting

The International Academy of Collaborative Professionals (IACP) is an international community of legal, mental health and financial professionals who are leaders and change agents, working to help families resolve and prevent disputes while staying out of court. Our mission is to transform the way families resolve conflict by building a global community of Collaborative Practice and consensual dispute resolution professionals.

IACP provides education and resources to its nearly 3,000 members and the public in 26 countries through its publications, training programs, events, website, social media and other channels. IACP is a U.S.-based 501(c)(3) non-profit corporation. We operate through a virtual office, and this is a full-time telecommuting position, with flexible schedule. Additional information is available on the IACP website.

ED POSITION CHARTER:

The Executive Director (ED) of IACP leads a sophisticated international social change organization and, in partnership with the Board, is responsible for its success. The ED has the responsibility and authority to carry out management and operations in accord with Board policies and direction. The ED provides leadership and support to the Board as it carries out its governance and programmatic functions. The ED is a visionary, innovative and galvanizing leader of a global social change movement dedicated to transforming the culture of family conflict resolution.

RESPONSIBILITIES:

Policy and Planning:

- Assists the Board to define and implement IACP's values, mission, vision, and long-term goals.
- Keeps the Board informed about membership needs and organizational effectiveness.
- Helps the board keep IACP placed on the vanguard of professional organizations concerned with family systems conflict resolution by informing the Board and its committees about trends, issues, problems and activities significant for Board policymaking and program development.
- Identifies organizational challenges and opportunities warranting Board attention.

- Actively participates in cutting edge developments in the international community of consensual dispute resolution organizations.
- Works with the Board to ensure financing that supports short- and long-term goals.
- Facilitates and encourages innovation within the organization and in the professions its members represent.

Program Oversight:

- Oversees all aspects of educational and professional programming, largely designed and facilitated by multiple board-run, volunteer committees drawn from our membership and implemented in partnership with staff.
- Produces an annual international Forum attracting 400+ in-person attendees, as well as a virtual audience.
- Ensures program quality and organizational stability through development and implementation of standards and controls, systems and procedures, and evaluation metrics.
- Recommends and implements effective plans for membership and resources development.
- Balances financial and mission-driven priorities to produce cost-effective, self-sufficient, high-quality programs and services.
- Oversees strategic planning, in conjunction with staff and board.

Board Relations and Governance:

- Maintains a highly effective working relationship with the Board and its leadership.
- Assists the Board to maintain an effective committee structure, and facilitate coordination of multiple active committees producing program activities.
- With the Board President, plans and implements three in-person and three virtual board meetings per year.
- Helps recruit new Board members whose talents, interests and commitment will further the IACP's mission and expand support.
- Manages the Board's due diligence process to ensure timely attention to core issues.
- Works with the Board President to support optimum performance by the Board.

Management and Administration:

- Leads the organization with best practices in management and governance.
- Provides general oversight of all IACP activities, manages the day-to-day operations, and ensures a smoothly functioning, efficient organization.
- Ensures selection procedures, a work environment, salary structure, and internal systems and policies for motivation and evaluation that will retain and support high quality staff and volunteers.
- Oversees the fiscal activities of the organization including budgeting, reporting, and audit.

Fundraising:

- Takes primary responsibility for cultivating relationships with existing donors, identifying new donors, and generating new sources of funding to expand the IACP's global base of private and institutional support.
- Actively engages Board members in fundraising activities, provides fundraising training, and oversees the board and Fundraising Committee in implementing our annual campaign.
- Provides leadership for all development activities by anticipating changes in funding needs and capitalizing on opportunities as they arise.

External Relations and Marketing:

- Leads a dynamic and effective marketing program that embraces new media as well as traditional outlets, effectively attracting an expanding audience for all services and programs.
- Enhances the IACP's national and international stature by serving as a sophisticated, energetic, informed spokesperson for the organization's mission, values, and activities, and by actively engaging with similarly situated colleagues in related organizations and institutions.

SELECTION CRITERIA:

The ideal candidate brings:

- significant relevant management experience in a social change organization;
- a proven track record in implementing organizational growth and change;
- superior skills in managing people and processes;
- proven success as a fundraiser;
- experience producing online and in-person educational programming;
- experience working in multicultural and international settings;
- a track record of building and sustaining an organization that reflects principles of inclusion, diversity, equity, and access;
- excellent interpersonal, relationship-building, and facilitation skills;
- proven strategic thought leadership and innovation;
- the qualities of a visionary leader and trustworthy team builder: goal-driven, passionate, energetic, and focused, yet diplomatic and fair.

We are currently only equipped to employ staff living and working in the United States. California residence preferred but not required.

PERSONAL / PROFESSIONAL ATTRIBUTES:

- A professional demeanor.
- Capacity to provide tactful, honest counsel and the ability to receive as well as give constructive feedback.
- Exceptional oral and written communication skills.
- Ability to manage multiple initiatives, priorities, and demands.
- Intellectual curiosity together with excellent business acumen and intuition.

- Confidence, curiosity, and an exceptional sense of ethics and integrity.
- A team player with a positive attitude and an open and straightforward operating style.
- Commitment to creating and maintaining an environment that is welcoming and inclusive, reflecting the diverse backgrounds of our members and the families they serve.
- Ability to work effectively and manage a team in a virtual office.

EDUCATION:

A Bachelor's degree or its equivalent is preferred. An advanced degree may be advantageous. Trained Collaborative Professionals encouraged to apply.

COMPENSATION:

Salary range of \$120-150K (depending on experience), phone/internet reimbursement, health and dental insurance with 1% employee co-pay, paid time off and holidays, 401k with 3% automatic employer contribution.

Interested candidates for this position should contact send their resumes and cover letters to recruiting@collaborativepractice.com

Position open until filled. AA, EOE

As part of our commitment to a diverse workplace, people of color, LGBTI people, people with disabilities, veterans, and other underrepresented groups are strongly encouraged to apply. IACP is committed to providing a work environment that is free from discrimination, sexual harassment, and harassment or mistreatment of any kind. We do not tolerate discrimination based on a person's race, color, religion, age, national or ethnic origin, sex, marital status, height, weight, parental status, pregnancy status, sexual orientation, gender identity or expression, status as intersex, HIV status, veteran status, disability, political or union affiliation, or any other basis made unlawful by applicable federal, state or local law.