

Executive Director

ABOUT THE ORGANIZATION



The International Academy of Collaborative Professionals (IACP) is an international community of legal, mental health, financial and other aligned professionals who are leaders and change agents, working to help families resolve 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.

As the international hub for Collaborative and consensual dispute resolution professionals, IACP provides education and resources to its nearly 2,700 members in 23 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 with a \$1 million budget. We are governed by a 14–20-member board of directors supported by about a dozen volunteer-led committees and task forces. We operate through a virtual office with no physical headquarters, currently with three staff members coast-to-coast. To learn more about IACP, visit www.collaborativepractice.com.

ABOUT THE OPPORTUNITY

The Executive Director (ED) of IACP will lead a well-established membership organization with a thoughtful culture and practices for collaborating remotely across all levels of the organization (staff and board). This is a full-time, remote position (U.S. only) with a flexible schedule and minimal travel, reporting to the Board of Directors.

The new leader joins IACP at the launching point of a new three-year Strategic Plan emphasizing strategic discipline and implementation of best practices in finance, systems, and member offerings. This is an exciting opportunity to align stakeholders, chart a course, and implement concrete solutions such as annual operational planning, to enhance the member experience and IACP's financial sustainability. The Executive Director will bring well-honed financial and operational skills to build capacity within the organization to retain and attract members, donors, and board members.

In constant collaboration with a small staff, relatively large board, and robust committee structure, the Executive Director is an expert at hearing all perspectives, planning collaboratively, reaching shared agreements, managing expectations, and reinforcing priorities. With an expert and highly engaged volunteer workforce supported by committed paid staff, IACP accomplishes numerous programs throughout the year, such as monthly webinars, quarterly online seminars, and gatherings. As a highly responsive ongoing facilitator of communication, the ED ensures clarity of roles and responsibilities for all involved.

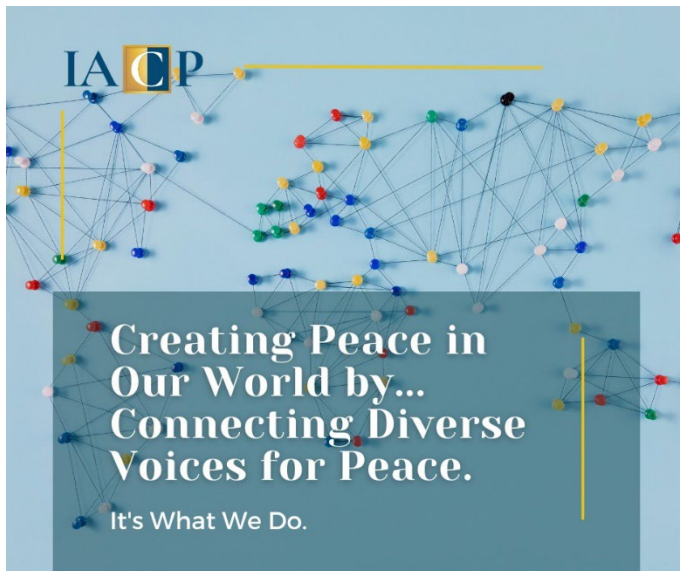


With a firm focus on growing membership, the Executive Director will provide proactive support to the board as it works internationally to emphasize the benefits of IACP to current Collaborative Practice groups and individuals, while promoting these practices to new professionals who may be attracted to the field. As such, the new leader will be a champion of inclusion, diversity, equity, and access with strong multicultural competency, adept at supporting work across time zones, languages, and cultures. In parallel, the ED will support rigor in evaluating the needs of current and potential members, to guide decisions regarding strategy and program design.

Finally, as the Executive Director has day-to-day responsibility for IACP's financial sustainability and growth, the new ED will bring a collaborative and distributed approach to generating earned and charitable revenue. This role will be a knowledgeable advocate for fundraising best practices and robust systems to support the cultivation of new and existing donors, while evaluating IACP's potential for untapped sources of funding such as grants. The ED will identify and organize learning opportunities for board members to actively participate in fundraising activities, with particular support to the Fundraising Committee.

IDEAL CANDIDATE

The next Executive Director of IACP is a relational facilitator, knowledgeable guide, and systems builder. The ideal candidate is a collaborative, transparent, and hands-on leader with an affinity for facilitating distributed teams to decisions, and for providing steady execution of priorities in alignment with shared values and agreements.



Success in this role requires significant management experience implementing organization-wide initiatives within a social change organization. Successful candidates are expected to bring leadership experience (board or executive team) within a nonprofit or membership organization, indicating experience working with a volunteer leadership structure. Team management skills include the ability to foster an inclusive, cohesive, and supportive environment for a geographically distributed staff, and the ability to balance the needs of paid staff vs. those of volunteer board, committee members, and faculty.

Candidates should have strong financial management experience, including the ability to draft budgets and facilitate conversations regarding revenue/expense tradeoffs. Also required is an intricate understanding of the fundamentals of nonprofit or association revenue streams such as membership dues, program fees, sponsorships, and donations. Highly desirable is a track record of aligning strategy to the implementation and adoption of business practices, processes, and systems. Critically important will be the maturity and experience to advise on goals, workload, and timing of projects based on the given resources.

Leading with insight and positivity, the ideal candidate employs a balance of humility and confidence, particularly in times of organizational change. Essential to the role is the ability to collaborate effectively with, and facilitate inclusive teamwork among, highly educated professionals who are experts in their field. While two-thirds of IACP's members are lawyers, the Executive Director position does not require a JD, but does require the ability to work effectively with members of the legal profession, as well as with financial and mental health professionals.

Experience working in a national or global organization is strongly preferred. Highly valued is experience working in multicultural and international settings, along with a track record of building and sustaining an organization that reflects principles of inclusion, diversity, equity, and access. Proficiency in one or more languages other than English is a plus.

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

COMPENSATION

Salary range of \$115K-145K (depending on experience). Medical insurance premium 100% paid for employee-only. 401k with 3% automatic employer contribution. Holidays and paid time off, including one-month paid sabbatical after five years of service. Phone/internet stipend.



TO APPLY

IACP has engaged Jenn Raley Miller (www.jennraleymiller.com) to lead the Executive Director search. If you are interested in the position, please send a resume, along with a cover letter explaining your alignment with the profile described above, to jenn@jennraleymiller.com.

Jenn welcomes all inquiries and suggestions for potential candidates. Please don't hesitate to contact her at jenn@jennraleymiller.com.

Position open until filled; deadline for priority consideration is **March 31st, 2024**.

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.