

**President and CEO**  
**World Affairs Council of Pittsburgh**  
**September 2019**

**Role Summary and Profile:**

The Board of Directors of the World Affairs Council of Pittsburgh is seeking a candidate who has a strong passion for the Council's mission, a desire to operate the organization like an entrepreneurial, creative, and value adding business, and with a tempo that captures the energy of the issues which the Council brings to the community.

The new President and CEO will manage the overall financial performance of the organization to ensure its future sustainability. This includes expanding the revenue base, aligning revenue and expense, balancing current program management with longer-range investments, and fundraising at the corporate, foundation, and individual levels utilizing proven strategies.

Articulating a compelling and strategic vision to solidify and strengthen the relevance of the Council within Southwestern Pennsylvania, the new President and CEO will build on the Council's decades of providing global education programs for high school students, teachers and the community at large.

Not only will the successful candidate rise to a level of leadership within the community, but this individual will also lead the organization using principles of entrepreneurship and innovation, collaboration, transparency, and workplace flexibility. The President and CEO will enable the development of the staff as individuals and its performance as a team.

**Overview of Responsibilities**

The President & CEO is the leader of the organization, establishing a vision and plan that are achieved through the efforts of a high-performing team. The CEO must be a person who can attract significant resources to the Council, including funding from corporate relationships, major individual gifts, foundation investments, and government grants. The CEO is the steward of the brand and understands his/her role in growing and protecting the reach and reputation of the World Affairs Council of Pittsburgh.

He/she is responsible for building trust in the Council and its relevance in the community and is a highly visible and effective spokesperson for the Council within the community.

### **Key Responsibilities/Essential Functions**

The major responsibilities of this position include, but are not limited to:

**Resource Development** – The CEO is charged to drive key results in fundraising: to identify, cultivate and solicit prospective donors and key leaders of prospective new corporate partners and foundations, to leverage personal and professional contacts and relationships into transformational fundraising opportunities; and to promote a culture of growth in the organization, both at the staff and board level.

**Highly Visible and Effective Community Leader** – The CEO leads the Council's marketing and PR efforts. He/she is out front every day representing the Council, is an exceptional leader and communicator and forms important partnerships throughout all relevant sectors and organizations within the community. The CEO represents the Council in a range of public speaking forums and serves as the principal media spokesperson for the Council, including hosting the Council's weekly podcast. The CEO promotes the Council's work throughout the region and, as appropriate, nationally and internationally.

**Community Results** – The CEO is responsible for the overall results of the Council in the community, working closely with the staff and Board of Directors to design and implement the strategy to achieve important results, including raising the funds to support it. He/she will establish and build relationships with top leaders in the community, including those representing the highest levels in business, government, and non-profit sectors.

**Strategic Management** – The CEO partners with the Board of Directors to set organizational goals and develop strategies to ensure that they are achieved. The CEO is expected to have the vision required to steer the World Affairs Council of Pittsburgh into the future and the visionary ideas to move the organization forward, defining organizational strategies and working plans.

**Organization Management** – The CEO leads and manages the business affairs of the Council, including administrative and financial management. He/she shall prepare and submit to the Board of Directors proposed annual operating and capital budgets, statements of revenues and operating expenses, and statement of changes in the financial position from the previous year. The CEO is also accountable for leading a high-performing team and setting the culture of the organization as one which is

dedicated to its mission, maintains the highest level of integrity, and is strongly oriented to delivering results.

### **Must Have Requirements:**

- Developing and Communicating a Vision: Demonstrated success developing both a thoughtful strategic planning process and a vision with an ability to articulate a clear and unique value proposition internally and externally. An understanding and enthusiasm for the vision and mission of the Council is required.
- Revenue, Resources, and Business Acumen: Proven track record of growing and diversifying revenue sources that includes individual, corporate, and foundation fundraising and fee-for-service programs.
- Entrepreneurial Thinking and Agility: Evidence of an ability to develop new ideas, programs, and revenue streams nimbly.
- Interpersonal Savvy and Communication Skills: A clear ability to develop relationships and to build bridges with a myriad set of stakeholders is critical. The ability to build bridges within the international community in Pittsburgh, as demonstrated by previous accomplishments, is vital. An ability to engage with and work effectively with a motivated and distinguished Board of Directors so that each has a valuable role to play in securing the Council's objectives.
- International Credibility and Competence: Proven and significant international experience, preferably including having lived and worked internationally and cross-culturally, is critical. Demonstrated understanding of the international and global affairs issues that invariably impact economic and workforce development issues and trends, secondary and higher education, and business growth.
- People Management and Operational Abilities: The ability to work with and motivate a diverse group of professionals through empowerment, creative leadership, and team-building. Experience and success in managing operating budgets and finances to approved plans.

### **Other Qualifications and Experience:**

- Previous connections to, or experience with, Pittsburgh are considered a distinct plus.
- An understanding that programs and revenues need to be aligned, and that

subsidies for programs or activities should clearly reflect the future direction of the Council.

- A desire and ability to engage effectively and empathically with individuals from diverse backgrounds, professions, and nationalities, whether they are visitors to the region, guests of the Council, or colleagues. A capacity for bridge-building among disparate groups and individuals with varying backgrounds, perspectives, and points of view.
- Strength of character, integrity, and the highest ethical standards.
- The ability to address global issues in a public setting, including the ability to conduct media interviews as well as to make public presentations.
- An inclination for active civic engagement, comfortable in promoting partnerships with business, not-for-profit, philanthropic, secondary school and higher education, and broader civic communities.
- Substantial experience working in the nonprofit sector. Alternatively, extensive experience in the leadership and management of organizations of comparable size and mission.
- Demonstrates exceptional leadership and communications skills – a visionary leader and communicator.
- A fair and thoughtful approach to management, combined with the flexibility and courage to shift direction and experiment with new initiatives; a high energy level and sense of humor.

### **Education/Requirements**

Undergraduate degree required, advanced degree preferred in International Relations, Public Affairs, Public Administration or Business. Must have at least ten years of experience at executive leadership and management level in the for-profit or not-for-profit sector.

**To APPLY:** Please submit your resume and cover letter to [search@worldpittsburgh.org](mailto:search@worldpittsburgh.org) or by mail to World Affairs Council of Pittsburgh, ATTN: Presidential Search Committee, 500 Grant Street, Suite 2640, Pittsburgh, PA 15219

*The World Affairs Council of Pittsburgh is an equal opportunity employer.*

### **Organizational Overview:**

Established in 1931, the World Affairs Council of Pittsburgh is an independent, non-profit, non-partisan organization dedicated to providing a pathway for a more globally minded

region, offering students and the community a learning space that covers key international issues.

The Council is a member of the World Affairs Council of America, a network of more than 90 nonprofit, nonpartisan member Councils around the country.

The World Affairs Council of Pittsburgh is a leader in the national network of other World Affairs Councils across the country. The following elements further define the Council's role in elevating global competency throughout Western Pennsylvania.

In order to promote international understanding and engagement throughout the community, the Council:

- Is committed to informing the Pittsburgh community about key global trends and events around the world as they unfold – and to educating them about the relevance of such developments to the region.
- Has a special focus on working with students and teachers at middle schools and high schools throughout the region to give them a deeper understanding of the key global issues of our time.
- Fosters informed, independent, and critical thinking about important global issues as they affect the nation, the region, and the city.
- Prepares the current and future generations of opinion-leaders and decision-makers to thrive and succeed in the global marketplace.

Educational outreach and community engagement lie at the heart of our effort. The two programmatic pillars of the World Affairs Council – our **Global Education Programs** and the **Public Program Series** – build upon and address the limitations of the region's international capacity while leveraging its strengths in order to better position Western Pennsylvania in a 21<sup>st</sup> century global environment. Partnerships are integral to carrying out the Council's mission in an integrative, cross-sector fashion.

Through our innovative and award-winning Global Education Programs, the Council works annually with 5,000 secondary school students and teachers from 150 area schools. Programs include our flagship Global Leadership Certificate (GLC) aimed to build global competency and strengthen key leadership skills needed for a 21st century workforce.

A 75+ hour program designed by the Council's team, GLC currently has over 200 students enrolled and includes the transformative Global Travel Scholarship Program which has sent 140 underserved students abroad during the summer over the past decade.

Other global education programs include the World Affairs Institute, a major policy conference for student leaders that has been held in partnership with Rotary International for 49 years, the Emerging Global Leaders Seminar, and the Sustainability Summit, among others. In addition, teacher engagement continues to be a key focus at the Council, with teacher seminars dating back 30 years.

Under our Public Programs Series, the World Affairs Council offers a range of events designed to educate and inform opinion leaders, decision-makers, professionals, and the community at large about pressing economic, political, and social developments around the world – and their relevance to our region. Breakfasts and luncheons are the most common format, but the Council also holds events after work in non-traditional spaces in different parts of town. The Council reaches across generations to provide attendees of all ages with the opportunity to engage substantive speakers in a dialogue about important international issues.

The Council hosts a radio podcast, *The World Affairs Report* where it hosts speakers from all over the US and the world. The Council also uses a range of social media (blog, Facebook, Twitter) to reach a broader audience.

The World Affairs Council of Pittsburgh has been recognized as a local and national leader in educational outreach and has received several awards including: The President's Award for Outstanding Achievement as the Most Dynamic Mid-Size World Affairs Council in the United States; the World Affairs Councils of America's Carol Marquis Award Recognizing National Excellence in International Education at the High School Level; the International Bridge Award (Community) from the Pittsburgh Council for International Visitors and the Allegheny Conference on Community Development; and the Merit Award for Outstanding Contributions to World Languages and Cultures from the Pennsylvania State Modern Language Association.