

The World Affairs Councils of America (WACA)

President and CEO

Washington, DC

About WACA

The World Affairs Councils of America (WACA) is an independent, nonpartisan organization that serves and represents 92 member Councils across the United States. The mission of World Affairs Councils is to engage the public to better understand the world, America's international role, and the policy choices that impact our daily lives and our future.

Position Summary

The President and CEO is responsible for ensuring that WACA serves the needs of its member Councils by providing access to funding opportunities and programmatic resources, facilitating greater collaboration and best practice sharing, and building awareness and support for WACA's mission and brand. The President and CEO must bring an array of skills in organizational strategy and operations, team leadership, member services, fundraising, and marketing. The ideal candidate will bring strong emotional intelligence, an entrepreneurial mindset, and a demonstrated ability to cultivate trusted relationships with diverse constituents.

Key Responsibilities

Vision, Mission, and Organizational Leadership

- Lead the vision, mission, and day-to-day administration of the organization.
- Collaborate with WACA's Board and staff to develop and execute a strategy and operational plan with clear outcomes.
- Develop a strong professional team among existing staff and new hires; provide coaching, mentoring, and professional development; build a culture that values diversity, equity, and inclusion.
- Engage the Board of Directors in regular communication to best leverage their time, expertise, and resources.

Council Engagement

- Develop a Council engagement strategy that supports best practices sharing and collaboration among Councils.
- Create and deploy systems that increase efficiency across the Council network.
- Build collaborative and strategic partnerships to attract speakers and support new programming initiatives that increase the visibility and educational impact of WACA and the Council network.
- Successfully execute WACA's existing marquee events: National Conference and Academic WorldQuest Competition.

Fundraising, Partnerships, and External Communications

- Oversee WACA's fundraising strategy to ensure the organization's financial sustainability.

- Manage and grow existing relationships with individual, corporate, foundation, and government funders.
- Cultivate partnership opportunities at the local, regional, national and international level for both funding as well as targeted programming efforts.
- Enhance WACA's digital and social media efforts to increase brand awareness for WACA and the Council network.
- Serve as the primary public spokesperson for the organization, representing WACA in Washington, D.C. and nationally, including through traditional and social media and events.

Financial and Operational Administration

- Maintain strong financial systems and oversee all budgeting, reporting, and compliance.
- Work with the Board to ensure effective management of WACA's endowment and other financial resources.
- Evaluate and enhance the organization's operations, systems, and policies to maximize efficiency and effectiveness.

Ideal Qualifications

- Prior experience in an executive leadership role with responsibility for an organization's or large department's vision, strategy, and day-to-day operations.
- Experience and understanding of national politics, diplomacy, and global affairs.
- High emotional intelligence and a demonstrated ability to cultivate trusted relationships with diverse stakeholders.
- A growth mindset with the flexibility and creativity to solve problems proactively and efficiently.
- Exceptional public speaking and written communication skills.
- Experience overseeing an organization's financial management, compliance, and reporting.
- Proven commitment to fostering a diverse, equitable, and inclusive organizational culture.

Compensation

The targeted salary range for this position is \$175,000 - \$190,000. In addition, WACA offers a competitive benefits package including health, dental, and vision insurance, a 401(k) employer matching program, paid time off, and sick leave.

Location

This position is located in Washington, D.C. The President and CEO is expected to work in-person at WACA's office at least three days per week. WACA is currently on a hybrid work schedule.

Apply Online

Please upload your resume and cover letter online here:

<https://leaderfit.catsone.com/careers/20424-General/jobs/15767234-President-and-Chief-Executive-Officer-The-World-Affairs-Councils-of-America/>

Learn More

To learn more about WACA, please visit www.worldaffairscouncils.org.

WACA provides equal employment opportunities to all employees and applicants for employment of all abilities, ages, countries of origin, ethnicities, gender identities, nationalities, races, religions, and sexual identities and any other status protected under applicable federal, state, and local laws. We are committed to fostering a diverse, equitable, and inclusive workplace.