



**POSITION SPECIFICATION
PRESIDENT OF PROGRAMS & IMPACT, POINTS OF LIGHT
September 2011**

EXECUTIVE SUMMARY

Our vision is a world in which everyone has discovered their power to make a difference, creating healthy communities in vibrant democracies. Our mission is to inspire, equip and mobilize people to take action that changes the world. Our aspirations lie in enabling everyone, everywhere to realize their potential to make a difference and to make their community and the larger world better – healthier, greener, more prosperous and equitable, better informed and educated, less vulnerable to disasters and more civil and hospitable.

In 2007, Points of Light (POL) represented a complex storehouse of programmatic jewels developed, incubated and some executed through the former Points of Light Foundation or the current HandsOn Network. Today, the need is great to unleash the power of this programmatic depth to better equip and mobilize a globally concerned citizenry. The President of Programs & Impact has the opportunity to envision new civic horizons for the organization. We are seeking a leader who is captured by our vision, inspired by our mission and eager to shape our path as we realize our aspirations.

Points of Light is a fast-paced, mission-driven organization with a decidedly entrepreneurial spirit. Reporting to the CEO, the President of Programs & Impact will be a key member of the senior leadership team and an important resource and advisor to the CEO and the Board of Directors. The ideal candidate will have a strong background in social entrepreneurship and nonprofit management with a penchant for growth and a track record in building, packaging, marketing and scaling effective programs.

The President of Programs & Impact position is based at Points of Light's corporate office in Atlanta; POL itself has offices in Washington, D.C., and New York City, and its 250 affiliates are located in cities coast to coast across the U.S. and in 16 other countries.

ABOUT THE ORGANIZATION

With more than 20 years of history, a bipartisan presidential legacy and the largest volunteer footprint in the nation, Points of Light has the vision and the strategy to create a quantum leap for service and civic engagement. The country's largest network devoted to volunteerism and civic action was formed in late 2007 by the combination of two extraordinary organizations – Points of Light Foundation and HandsOn Network. Four years later, Points of Light remains dedicated to inspiring, equipping and mobilizing people to solve some of the world's great challenges, enabling civic engagement and community impact on an unprecedented scale.

There has never been a time of greater promise for civic engagement and progress. As new generations, corporations, governments and nonprofits embrace volunteerism and the power of individuals to make a difference, Points of Light stands to benefit from accelerating growth, opportunity and centrality in American life. POL has a staff of about 110 and an annual operating budget of \$35 million. The organization just completed its most successful fundraising campaign ever, culminating in last March's "Celebration of Service" at the Kennedy Center in Washington, D.C. With all four living former presidents in attendance and President Barack Obama participating by video from his travels abroad, the evening was a direct tribute to President George H. W. Bush and an indirect manifestation of the role Points of Light plays in igniting and leveraging the growing enthusiasm for service.

Points of Light is led by CEO Michelle Nunn, a co-founder of HandsOn Network. For each of the past four years, Michelle has been named to *Nonprofit Times'* annual "Power and Influence Top 50" list. POL is governed by a board of two dozen senior executives, philanthropists and community activists, all notables in their fields and all possessed of an extraordinary commitment to service and impact.

Our Action Channels

- **HandsOn Network** is the nation's largest volunteer network, mobilizing millions of volunteers in the U.S. and 15 other countries through some 250 HandsOn Action Centers. HandsOn's network of more than 70,000 corporate, faith-based and nonprofit organizations delivers approximately 30 million hours of volunteer service annually
- **generationOn** ignites the power of kids to make their mark on the world by bringing the country's leading youth service organizations and programs under one umbrella to provide engaging, effective service opportunities
- **AmeriCorps Alums** leverages a community of more than 120,000 experienced volunteer leaders who believe in a lifetime of engagement as a transformational force for change

Our Signature Programs & Projects

From our **National Days of Service**, such as Martin Luther King, Jr. Day, 9/11 Day and Make A Difference Day, we engage more than four million people annually. Our **HandsOn Disaster** program is equipping ready-to-respond citizens to local and national disasters. Our **HandsOn University** houses an unprecedented body of resources eager for an innovate social enterprise strategy to put these resources and tools into the hands of more individuals and nonprofits. Our **Volunteer Leader** program inspires, equips and mobilizes a corps of service leaders for increased capacity and impact. Points of Light manages an extensive array of signature programs, national service program like HandsOn Tech and neighboring programs that enable citizens to tackle the issues unique to their communities.

POSITION SUMMARY AND RESPONSIBILITIES

Until recently the programs of POL have been dispersed throughout the organization. Through an intensive strategic process and reallocation of talent and resources, it was decided that this position be created to focus and lift up the leadership of the organization's core program work. With a President of Programs & Impact, we will work to create and build the best products, scale the best programs and practices, and then deploy through our networks and spark the civic energy of our nation. The President of Programs & Impact will craft a programmatic vision that guides choices, helps the organization stay focused on agreed-upon strategies and makes strategies actionable.

Among the key expectations for the President of Programs & Impact:

Vision & Leadership

- Superior ability to conceptualize, articulate and capture others in a vision for programmatic excellence and growth
- Extensive experience managing a diverse portfolio of activities, business lines or projects, preferably having started or run an organization or programmatic initiative
- Proven capacity for collaborative leadership of staff, volunteers and outside advisors; a consultative approach to management
- A record of building and mentoring high-performing teams
- Confidence acting as an organizational spokesperson
- Extensive experience developing and managing high-level strategic partnerships

Programmatic Expertise & Execution

- Proven track record in developing and executing large-scale, high performing initiatives preferably on a national scale

- Ability to articulate a plan for the packaging, marketing and scaling of piloted programs or resources
- Experience in program design, development and replication
- Expertise in developing initiatives or models to address our core programmatic focus areas - education, economy, environment, and emergency response and preparedness - including program development, evaluation systems and scale models to drive concrete impact

Innovation & Enterprise

- Demonstrated passion for expanding the definition of service and innovating to scale programs
- Experience in developing sustainable growth models including social enterprise, product development and fee-based service models
- Enthusiasm for technology and its evolving role in expanding connectedness, creating new markets and supporting impactful voluntarism

PERSONAL AND PROFESSIONAL ATTRIBUTES

This position will help the organization choose how to prioritize for greatest impact. The ideal candidate will be a bold and creative leader with a bias for considered action, capable of leading, inspiring and collaborating with motivated, achievement-oriented colleagues. While POL is open to those with experience in both nonprofit and corporate settings, evidence of a strong commitment to volunteerism and/or nonprofit service is a prerequisite for serious consideration. An understanding of national service programs is considered a significant plus.

Key Professional Attributes:

- Ten years of professional experience with broad management, external relations and programmatic experience; professional experience may have been gained in the nonprofit, education or corporate sector or a blend
- Ability to manage, influence and inspire a wide variety of stakeholders, both internally and externally
- Fundraising know-how and significant budget management experience
- Experience working with boards and volunteer leadership
- Excellent written and superior verbal communication skills
- Knowledgeable about the national youth, service, education and philanthropic community
- Strong external advocate; ability to cultivate and attract partners and funders
- Exceptional personal initiative and an ability to meet aggressive goals

Key Personal Attributes:

- Team-oriented, proactive with a hands-on style
- Diplomatic with exceptional relationship-building skills
- Flexible, with the ability to juggle numerous priorities
- Bright and creative with an executive presence and personal style to represent the organization to multiple constituents
- Committed to continuous improvement, both personal and organizational
- Respectful of diverse viewpoints, backgrounds and perspectives
- A strong orientation to developing talent and coaching staff to success

EDUCATION:

Bachelor's degree is required; advanced degree preferred

TRAVEL:

Domestic travel expected, approximately 30 percent

COMPENSATION:

Salary will be competitive and commensurate with experience; excellent benefits

For more detailed information about the organization, please visit:

www.pointsoflight.org

Email cover letter and resume in confidence to:

Megan McCamey

Senior Advisor to the CEO

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