



Institute for

Family Studies

Strong Families. Sustainable Societies.

Executive Director

Institute for Family Studies | Charlottesville, Virginia

IFS is seeking a full-time, resident Executive Director who will be based in its Charlottesville, Virginia, office, and be responsible for managing at least three other staff and reporting to the IFS board of directors.

Institutional Description

The Institute for Family Studies (IFS) is an independent, non-partisan, non-sectarian, 501(c)3 organization dedicated to strengthening marriage, family life, and the well-being of children through research and public education.

Celebrating its fifth anniversary this year, IFS pursues its mission through:

- Annual reports on family topics in the United States and across the globe
- Conducting original research on marriage, child well-being, and family life
- The *Family Studies* blog (<https://ifstudies.org/blog>) featuring engaging and incisive articles on family life
- Public education via press coverage, opinion articles, videos, research briefs, and conferences
- Informing and counseling policy makers and civic leaders about contemporary research on family life and its potential implications.

IFS has been featured in the *New York Times*, *Wall Street Journal*, *Washington Post*, and *National Review*, and on National Public Radio, the BBC, and Fox News, among other media outlets.

Position Responsibilities

Building on the strong foundation laid by IFS' previous incumbent, the Executive Director will be responsible for executing the following priorities set by the IFS board:

- Aggressive growth in public dissemination efforts online and in schools
- At least doubling IFS' fundraising to support an expanded program and to build a capital reserve

- Building a community of funders, policy makers, educators, and civic leaders interested in the work of IFS
- Inaugurating an annual IFS conference on family issues
- Building a larger network of faculty members to be involved in IFS' work

Qualifications

- Demonstrated commitment to the mission of IFS
- A graduate degree
- At least seven years of full-time, professional experience, with at least two full years in a supervisory role
- An independently verifiable record of success in major gift solicitation and project management
- Experience in grant writing
- A mature understanding of the intellectual arguments IFS makes in support of strong and stable families
- Commitment to the scholarly, non-partisan, and non-sectarian tone of IFS
- Ability to represent IFS effectively to a range of constituencies, including donors, faculty, policy makers, and the national media
- Ability to travel for conferences and donor events
- A willingness to commit to this position for no less than five years

Evaluation

Within 90 days of the start date, and then every 12 months, the Executive Director will present a plan to the board with specific goals for the coming year covering the following areas:

- **Finance:** budget, fundraising, and capital reserve;
- **Program:** growth and performance related to increased public dissemination, an annual conference, and recommendations for program innovation;
- **Management:** coordination, development, mission focus, and morale of staff.

The board expects the Executive Director to be clear about what role the board should play in each of these areas, both individually and collectively. The board further expects the Executive Director to take the initiative for executing the strategic direction of the Institute, subject to normal board oversight. The Executive Director will be evaluated in writing at least every 12 months, based on a clear agreement with the board on what will be achieved and how.

During the first year, the Executive Director will provide progress reports to the board at 6, 9, and 12 months after the start date, and thereafter at least every 12 months in advance of the annual board meeting.

Salary and Benefits

Competitive salary and benefits commensurate with experience.

How to Apply

Interested applicants should email—as a single PDF—their resume, references, and two brief writing samples, along with a letter of interest, to info@ifstudies.org.

The subject line should read “IFS Executive Director application of [YOUR NAME].” We will accept applications from July 19, 2018, until the position is filled.

We expect many qualified applicants for this position. In your emailed letter, please explain why you are the right person to lead IFS. Only those who are selected for an interview will be contacted. Please do not call.