



## **Position Announcement**

### **President and Chief Executive Officer**

CGR is seeking a dynamic and strategically-focused leader to serve as its next President and Chief Executive Officer. The ideal candidate possesses deep experience in at least one of CGR's main consulting research areas – government, education, nonprofits, philanthropy, health / human services and economics / public finance – and a demonstrated record of professional accomplishment and community engagement in a managerial or similar position of organizational leadership.

#### **About CGR**

Founded in 1915, CGR is a nonprofit research consulting corporation committed to the public interest. Our research consulting is sought by government agencies, educational institutions, community nonprofits and philanthropic institutions throughout the United States. CGR clients rely on our experts to help address challenges and critical decisions facing communities and the governmental, civic and philanthropic institutions that serve them.

CGR's mission is to improve the quality of communities – through impactful research, analysis, consultation and data management for public, nonprofit and philanthropic organizations. We are committed to making communities strong, thriving and competitive.

Supported by a staff of 17 professionals and a budget of \$2m, CGR's consulting research engagements have spanned 19 states in the past decade. The organization operates four main practice areas: Government & Education, Economics & Public Finance, Nonprofits & Communities, and Health & Human Services.

#### **About the Position**

The President and Chief Executive Officer is responsible for overseeing all research and administrative activities of the organization, including CGR's internal operations, client services, business development, and board / community relations. Additionally, the President / CEO serves as a principal research director, cultivating and delivering client projects that are consistent with CGR's mission and which contribute to the organization's financial growth and sustainability. The President / CEO also leads fundraising and fund development activities in support of CGR's Fund for the Public Interest – a mission-focused vehicle for applying CGR's research expertise to key community efforts in Greater Rochester and beyond.

The President / CEO is accountable for delivering results on goals including budgetary balance, revenue growth, project development and client satisfaction, as well as other objectives that may be determined by CGR's Board of Trustees. The position is responsible for overall management and accountability in executing the mission, goals, objectives and tactics in leading CGR.

The President / CEO is expected to be an extremely capable, engaging and high profile representative of the organization in all settings – large and small, public and private, local and national – and a consistently effective ambassador of CGR's brand.

The position reports to CGR's Board of Trustees.

Please see attached Job Description for additional detail on the position.

## Nominations

CGR's Board of Trustees invites nominations from qualified individuals for this position. The Search Committee requests nominations be sent to Karen Yorks ([kyorks@cgr.org](mailto:kyorks@cgr.org)). Individuals can self-nominate. Nominations should include an attached resume focused to the position specifications and CGR's areas of focus, three references who can address the nominee's qualifications and ability to be successful in this role, and self-identification form. The self-identification form can be found at <https://www.cgr.org/cmsb/uploads/cgr-self-identification-form-2019.pdf>. **The search will remain open until filled, but only nominations received by April 12 can be assured full consideration.**

## Compensation Package

Competitive

## Statement on Diversity

CGR values diversity from all backgrounds and seeks to create a welcoming workplace that attracts and retains a wide variety of talented people with different perspectives and new ideas. We value diversity among all dimensions of the human experience, including gender, race, color, religion, gender identity, national origin, differing abilities, gender expression, veterans, socio-economic status, and sexual orientation. We believe diversity improves the quality of our work and the communities we are part of, making an important statement about the inherent worth of every individual. CGR endeavors to create a respectful, inclusive and welcoming workplace as the ground on which a truly equitable and diverse organization flourishes. CGR seeks to take sole responsibility by being aware of the consequences of its actions, by having open dialogues, and holding all levels of the organization accountable for diversity work to minimize the burden on individuals (particularly those from marginalized and under-represented populations and cultures) to advance diversity goals. Creating an excellent workplace climate ranks high among our priorities for achieving our organizational diversity goals.

# Job Description

Position Title: President and CEO

Reports to: Board of Trustees

% Effort or Weekly Hours: 40+

**Position Overview:** This title is ultimately responsible for all research and administrative activities of the organization, including CGR's internal operations, client services, business development, and board / community relations. Additionally, the incumbent is responsible for serving in the capacity of a principal / research director, cultivating and delivering client projects that contribute to CGR's financial growth and sustainability. The President / CEO also leads fundraising and fund development activities in support of CGR's Fund for the Public Interest – a mission-focused vehicle for applying CGR's research expertise to key community efforts in Greater Rochester and beyond.

**Principal Duties and Responsibilities:** Administration: Supervise senior personnel responsible for key internal processes (e.g. finance, human resources, business development, client management and project implementation), lead the development and implementation of CGR's multi-year strategic plan; Community and Client Relations: Oversee and contribute to growth of CGR's brand in the Rochester community and other key project geographies, and with key constituencies; ensure consistency, responsiveness and accuracy of CGR's client work; represent CGR at key issue tables in the Rochester community; monitor client satisfaction levels; serve as enthusiastic lead brand ambassador for CGR's work; Governance: Serve on CGR's Board of Trustees and Executive Committee; ensure Trustees are appropriately informed and engaged on key issues related to the organization's strategic direction; organize and implement quarterly Board of Trustees meetings; assist with and / or lead Board development activities; interface with independent auditors and investment advisors; proactively identify prospects for the Board of Trustees, in collaboration with the Board Governance Committee; Project Management: Maintain a robust, active and high-profile portfolio of client projects in at least one of CGR's practice areas; Staff Relations: Lead planning around staff capacity and hiring needs; in collaboration with CFO / HR Director, ensure staff reporting structures meet the needs of both staff and the organization, and that staff are receiving performance feedback on an annual or semi-annual basis, and as needed; cultivate and grow senior staff including professional development plans; Other: Seek strategic opportunities to deepen CGR's capacity, pursue strategic initiatives (notably CGR's diversity and inclusion priorities), and ensure a healthy and vibrant organizational culture that invests in CGR's people, work and ability to grow; develop and lead implementation of a multi-year strategic plan; lead fundraising and fund development activities in support of CGR's Fund for the Public Interest.

**Supervision Received:** This position reports to CGR's Board of Trustees. Primary interaction is with the Board Executive Committee, and specifically the Board Chair. Performance is reviewed on an annual basis.

**Supervision Exercised:** The position is the lead staff member at CGR. Direct reports include the Chief Financial Officer, Director of Business Development, Chief Diversity Officer and four senior researchers.

**Skills & Specifications:** Quality control, staff supervision and oversight (either directly or via direct reports) of all client work completed at CGR. Lead development and implementation of strategic vision for CGR's business growth, community relations, client services, organizational culture and brand essence. Serve as a magnetic spokesperson both in his / her area of practice *and* generally across all of CGR's practice areas and capabilities, in settings small and large, private and public. Be an enthusiastic leader and member of the CGR staff team, energizing all team members to contribute to a common vision and engaging them in ways that maximize their respective skill sets to move the organization forward. Seek high visibility opportunities to expand CGR's brand and reputation for excellence. Possess an unparalleled understanding of CGR's project history, current portfolio and key capabilities, and be able to translate each in ways that enhance CGR's marketability to current and future clients.

**Education & Qualifications:** This position requires an advanced degree and substantial experience and demonstrated success working in one or more of CGR's core practice areas; alternatively, an undergraduate degree alongside significant experience and demonstrated success working in one or more of CGR's core practice areas. A demonstrated ability to cultivate and successfully implement a robust and ongoing business development enterprise is essential. Travel is required to support client projects, business development efforts and other marketing / brand enhancement opportunities on CGR's behalf.