



Project Veritas Executive Director Position Description

Summary:

The Role: Our high profile, fast evolving Company is seeking an experienced leader and executive coordinator. This leader will have the responsibility to further develop, guide, and unleash the full potential of our team members. This unique role, in concert with the CEO/ President, will be critical in architecting the next phase of our success

Job Requirements: The successful candidate shall demonstrate servant leadership, visioning capabilities, understanding and application of organization dynamics, positive team development, and creativity as well as the ability to leverage a dynamic work culture. Proven application of these skills in the news reporting and publishing arena is a plus. The Executive Director should be two parts operations expert, one part strategic and long-term thinker.

We are looking for a self-motivated person who is already personally aligned with our mission and vision and not afraid to put in both time and effort to fulfill them as well as acquire new skills and share previously acquired knowledge and experiences to ensure success at individual, departmental and corporate levels in PV's local, regional, state, and national activities. We are looking for a resilient leader who has demonstrated our Core Values in their life, who will serve our diverse, unique team to assist our ever-evolving successes and move mountains.

The Executive Director reports to the CEO and provides leadership and counsel in the prioritization and the execution of major and minor operations and projects across the business. The Executive Director is responsible for assisting each department with long-term planning, resourcing those departments appropriately, and accountable for their successful delivery of goals. The Executive Director will actively execute, monitor and be conversant with a wide diversity of issues, challenges, and ongoing initiatives, to drive workflow across the organization, and identify and prevent cross-department other challenges that arise in our fast-paced organization. The Executive Director serves as an active member of the PV executive management team helping to develop and implement PV's vision and mission.

Primary Duties and Responsibilities:

Develop, communicate, and implement a clear and comprehensive operational strategy to meet annual goals, and develop metrics (e.g. stories released/yr, fundraising goal, etc.) directly with the CEO and relevant directors. Communicate to staff a vision of short and medium term organizational goals and create milestones on the path to achieving them.

Monitor all active projects and initiatives and keep the CEO abreast of progress and challenges. This will involve driving daily and weekly workflow items at speed, filling in gaps where needed, and developing process improvements on the fly. Make recommendations and execute all staffing decisions, maintain accountability for successful performance of key hires and responsibility to delivering staffing decisions



to employees. Drive and influence decisions regarding operations effectiveness, budgets and future growth that reflect both the mission/vision and sound business principles.

Design and implement operational processes and policies to build and maintain world class capability, implementing systems and controls.

Secondary Duties and Responsibilities:

Develop and implement metrics for the tracking and monitoring of weekly, quarterly and annual goals set by the leadership to evaluate overall performance.

Act as a human resource listening post to assist the CEO in anticipating and addressing the needs of the organization and the people in it.

Develop systems, procedures and effective tools for the planning, reporting and managing of the company's operations and financial performance.

In conjunction with the Chief Compliance Officer, monitor changes in legal, regulatory and administrative environments and implement changes in procedures and processes needed to maintain compliance while maximizing operational and financial results. Maintain effective working relationships across the organization and facilitate collaboration among and between various departments.

Qualifications:

12-18 years of professional experience as a servant leader

Experience as an Operations Officer for a similarly sized organization, or as a Chief of Staff for an organization of 50+.

Demonstrable executive experience in the media, government, or private sector.

Evidence, explicit and measurable, of success at the whole-of-organization level (e.g grew fundraising by X%, implemented new strategy with specific results, pioneered new product line that increased sales, etc.).

Ability to learn quickly and work proactively with minimal direction.

This position requires daily attendance at our Headquarters in Westchester, NY with some domestic travel

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