



**Position Title: Executive Director**

**Start Date: June 1, 2022**

**About the Organization:** Heterodox Academy (HxA) is an NYC-based non-partisan, non-profit collaborative of over 5,500 professors, administrators, and graduate students committed to enhancing the quality and impact of research — and improving education — by promoting open inquiry, viewpoint diversity, and constructive disagreement in institutions of higher learning. We aspire to create college classrooms and campuses that welcome diverse people with diverse viewpoints and that equip learners with the habits of heart and mind to engage that diversity in open inquiry and constructive disagreement. We work to increase public awareness to elevate the importance of these issues on campus; develop tools that professors, administrators, and others can deploy to assess and then improve their campus and disciplinary cultures; celebrate institutions that make progress on these matters; and cultivate communities of practice among teachers, researchers, and administrators.

**Position Summary:** Heterodox Academy (HxA) seeks an Executive Director. This person will be the internal organizational leader, and be responsible for organizational wellbeing, financial wellbeing, and the execution of the strategic vision for HxA by leading its people, programs, and resources. A clear communicator, the ideal candidate should bring demonstrated leadership experience to successfully steer our hybrid team of motivated individuals. Reporting to the organization's externally-facing President, this individual will implement and oversee the execution of HxA's vision and strategic priorities.

**Specific duties include:**

- Execute HxA's strategic vision as developed by the President and Board of Directors
  - Continually evaluate current and new programmatic opportunities for alignment with strategic vision
  - Prioritize programmatic initiatives based on alignment with vision, available resources, and team's expertise and capacities
  - Manage the development, implementation, and execution of programmatic efforts by delegating to teams, recruiting and retaining capacity-building resources, and encouraging organizational efficiency
  - Serve as a persistent and available sounding board to the President and team leaders related to developing and implementing programmatic efforts
  - Coordinate efforts, resources, and timelines across the organization and with our close collaborators and vendors to ensure seamless and efficient execution of strategic priorities, programmatic activities, and the production and dissemination of deliverables
  - Monitor monthly and annual metrics to course-correct for successful execution of strategic goals
- Maintain organizational viability
  - Own the organization's financial vendors and relationships
  - Own the annual budget creation process and monthly budget reporting processes
  - Continually monitor the organization's financial position and control expenses to match revenue projections
  - Own organization's compliance requirements as they relate to the annual tax and audit schedules; HR and legal requirements; and local and state jurisdiction operating requirements
- Manage day-to-day activities and people operations of the organization
  - Supervise the activities and progress of each internal team



- Oversee quarterly team goal setting and annual personnel performance review process
- By example, cultivate and nurture positive, collaborative, and thoughtful working relationships among team members – both in the office, and the remote team
- Anticipate team and organization needs by identifying and assessing risks, and developing plans of action and response
- Serve as the Secretary to the Board
  - Manage the annual board meeting schedule
  - Manage board meeting processes including new board member onboarding, meeting agendizing, bylaws updates
  - Record meeting minutes and annual procedural votes
  - Understand and utilize Robert’s Rules of Order to inform voting procedures
- Other duties as assigned by Management.

#### Required Qualifications:

- Excellent organizational management and financial literacy experience required
- Excellent people management skills, including the ability to clearly communicate and motivate individuals and teams
- Excellent written and verbal communication skills; excellent interpersonal skills including the ability to communicate with a wide range of people from a wide range of personal and professional backgrounds;
- Exceptional time management and project management skills with the ability to meet goals and deadlines while prioritizing amongst multiple, competing responsibilities;
- Service-oriented team player; consistently displays a positive “can-do” attitude;
- Ability to utilize big-picture strategic thinking to inform organizational decisions when appropriate, while also paying keen attention to detail
- Exceptional problem-solving skills;
- Ability to exercise good judgment and thoughtful decision making;
- Demonstrated fluency with Microsoft Office Suite, Google Suite for Business, and Salesforce (or similar database);
- Prior work in the academic world and/or a non-profit organization a plus
- Advanced degree welcome but not required

#### Knowledge, Skills, and Dispositions: You would be a good fit for our team if the following attributes describe you:

- **Team player.** We are a small team that values collaboration, supporting each other, and engaging with each other. You enjoy being a team player, display a positive and optimistic attitude, have the ability to recognize and celebrate wins of all sizes, are open to constructive and supportive feedback, and demonstrate a commitment to consistently improving both your own performance and that of your team.
- **Political tolerance and flexibility.** We don’t care what your politics are, but you must be able to respect and advocate for the inclusion of diverse people with diverse perspectives, including progressive, conservative, and libertarian ideas and scholars.
- **Excellent organizational and process skills,** including the ability to effectively track the status of ongoing projects and find needed documents and information quickly. Ability to take direction, receive feedback and constructive criticism, and share constructive feedback with colleagues. Ability to independently organize,



plan, prioritize, and carry out responsibilities, establish processes for self and others, and to finish tasks by established deadlines.

- **Excellent interpersonal skills**, including personal integrity, professionalism, empathy, resourcefulness, partnership, tact, proactive communication, willingness to seek and receive feedback, and a commitment to high standards of work quality and maintaining confidentiality.
- **Excellent flexibility and adaptability.** By the very nature of our work and the ever-changing landscape of higher-ed, our team must be able to be flexible and adaptable as the world, and our work, changes.
- **Persistent and creative problem-solver and opportunity-seeker.** The willingness/ability to anticipate problems, seek out information, and show persistence in finding solutions. We are a young organization with incredible potential to create positive change on college campuses. We seek an entrepreneurial colleague who can help us realize our potential.
- **Excellent oral and written communication skills.** Demonstrated ability to write clearly and powerfully; to communicate internally with your colleagues, and the world writ large; to edit and proofread for correct spelling and grammar; and to ensure high-quality, high-impact outputs.

**Reports To:** John Tomasi, President

**Direct Reports:** Director of Programs, Director of Membership, Director of Communication, Director of Operations

**Location:** New York City

**Position Type:** Regular, full-time, exempt

This full-time, at-will position starts June 1, 2022.

HxA is currently entirely remote due to COVID-19, however, this position will be expected to work in a New York office during regular business hours with some degree of flexibility. While the Executive Director will be primarily working on Eastern Time, they will supervise both in-person and remote employees working across time zones.

Occasional evening or weekend hours may be needed to support special events, programs, or in unusual circumstances. The Executive Director will be expected to make short, quarterly travel.

**Salary and Benefits:** Salary will be \$175,000 annually, with bonus eligibility. Relocation assistance available to relocate to New York City.

HxA also provides strong benefits, including:

- Medical, dental, vision, life and disability insurances;
- A significant health insurance contribution for employees and their families;
- A retirement plan with company matching;
- Additional tax-deferred savings opportunities, such as pre-tax deductions and FSAs;
- Unlimited paid time off, provided the employee is in good standing;
- A demonstrated commitment to the ongoing training and development of each employee, supporting ongoing professional skills development.

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To apply for this position, please submit a cover letter and resume to [Jobs@heterodoxacademy.org](mailto:Jobs@heterodoxacademy.org).