

Role Summary

The Hideo Sasaki Foundation (Foundation) is seeking to hire an Executive Director (ED) who will have overall strategic and operational responsibility for the Foundation's management, sponsorships, programs, and execution of its mission, reporting to the Foundation's Board of Trustees.

Vision: "A future in which the power of community-based planning and design is fully realized for the benefit of the public good."

Mission: "Through research, programs, design education, and partnerships, the Sasaki Foundation takes an interdisciplinary approach to tackling global challenges in our local context of Greater Boston and beyond. The Sasaki Foundation supports inclusive approaches that bridge the physical environment, community and social needs, policies and governance, and economic forces to shape equitable communities."

FOUNDATION HISTORY AND ACTIVITIES

The Foundation was established in 2000, funded by a trust established by Sasaki Associates, Inc. and family, friends, and colleagues of Hideo Sasaki. The primary charitable purpose of the Foundation is to support active community-based research, public programming, and design education. To this end, the Foundation has sponsored a variety of activities: design grants; youth education; college and high school student scholarships; design studio courses; symposia and gallery exhibitions; university lectures; and the Perry Chapman Prize, a research grant administered through the Society for College and University Planning (SCUP).

In 2018, the Foundation began a process of shifting the focus of its activities, increasing the Foundation's visibility, and rebranding its identity and materials. With the successes of the past three years, the Foundation is well-positioned to continue evolving its program and impacts given Sasaki's new downtown Boston location, to sustain sponsors, and to expand collaboration with various research and philanthropic institutions. The Executive Director's work space will be in Sasaki's new downtown Boston office at 110 Chauncy Street, Boston, MA, which is currently being renovated and planned for a March 2022 move-in. Administrative staff and assistance will be provided by Sasaki, or potentially hired by the Foundation, at a level appropriate for the Foundation's activities. The Executive Director is expected to work closely with the board in order to maximize and leverage the resource that is Sasaki, an internationally recognized planning and design firm.

THE CHARGE

Advance the Vision: The Executive Director leads in developing and communicating a compelling vision for the future of the Foundation that reflects its mission and core values.

Optimize Operations: The Executive Director is responsible for shaping, managing, and delivery of the Foundation's strategic initiatives and sustaining the Foundation's sponsorships and partnerships.

Reinforce the Foundation's Three Pillars: The Executive Director oversees and implements the three pillars of the Foundation: research through design grants supporting community projects; public programming through events and dialogues; and design education through the various mentoring and teaching programs.

Facilitate Innovation: The Executive Director, with the Board of Trustees, defines and stewards a clear strategic and operational vision to the Foundation's personnel, volunteers, and partners.

Foster Community: The Executive Director models key equity competencies and is a proactive connector between the Foundation, Sasaki, nonprofit organizations, community organizations, youth organizations, civic leaders, city agencies, academic institutions, and the design community.

RESPONSIBILITIES

Leadership & Management

- Ensure ongoing programmatic excellence, rigorous program evaluation, and consistent quality of finance and administration, and communications; and recommend timelines and resources needed to achieve the strategic goals.
- Contribute to a welcoming and inclusive organizational culture by modeling key equity competencies including understanding the foundations of equity such as implicit bias, privilege, and group identities (and the cultural and historical context of those identities within our regional and national context), and holding staff accountable to equity competencies and how their actions impact the Foundation as an inclusive and equitable workplace.
- Lead with effective and inclusive management skills including experience working productively across differences (i.e., gender identity, race, ethnicity, and socio-economic backgrounds).
- Exhibit strong intercultural competence combined with a demonstrated commitment to being part of and acquiring the skills to contribute to an anti-racist organization that is committed to equity.
- Actively engage Foundation volunteers, board members, and partnering organizations.
- Develop, maintain, and support a strong Board of Trustees; seek and build board involvement with strategic direction for both ongoing operations as well as for future strategic initiatives.

- Ensure effective systems to track scaling progress, and regularly evaluate program components, to measure success that can be effectively communicated to the board, donors, and other constituents.

Sponsorships

- Sustain sponsorships to help support existing program operations.
- Broaden and refine all aspects of communications; from web presence to external relations with the goal of creating an accessible and strong brand.
- Represent the Foundation at community activities to enhance the Foundation's community profile. Use external presence and relationships to garner new opportunities.
- Support sponsorship endeavors of the Board.

Planning & Partnerships

- Oversee the planning, implementation and evaluation of the organization's programs and services. Manage and develop the programs related to the three pillars of the Foundation: research, public programming, and design education.
- Ensure the programs and strategic initiatives pursued by the Foundation contribute to the Foundation's mission and reflect the priorities of the Board.
- Build partnerships, establishing relationships with donors, funders, and political and community leaders.
- Be an external local and national presence that publishes and communicates the Foundation's programs with an emphasis on meaningful impacts and successes of the programs.

Strategic Planning

- Create a Strategic Plan with the Board that envisions the evolution of the Foundation for the next three years.
- Integrate and strategically connect the global practice of Sasaki with the Foundation activities, including managing and engaging the volunteers with the organization's work.

Financial Oversight and Management

- Work with the Board to prepare a comprehensive budget.
- Participate in fundraising activities as appropriate.
- Approve expenditures within the authority delegated by the Board.
- Administer the funds of the Foundation according to an approved budget and monitor the monthly cash flow of the Foundation.
- Provide the Board with comprehensive, regular reports on the revenue and expenditures of the Foundation.

QUALIFICATIONS

Required Experience

The ED will be thoroughly committed to the Hideo Sasaki Foundation's mission. All candidates should have proven leadership and relationship management experience.

Specific Requirements Include:

- Advanced degree with 5+ years of senior management experience; track record of effectively leading and scaling a performance and outcomes based organization and staff.
- Ability to point to specific examples of having developed and implemented strategies for an organization's continued success.
- Strong commitment to quality programs and data-informed program evaluation.
- Excellence in organizational management with the ability to coach staff and volunteers, manage and develop high-performance teams, set and achieve strategic objectives, and manage a budget.
- Past success working with a Board of Trustees with the ability to cultivate existing board member relationships.
- Strong marketing and public relations with the ability to engage a wide range of stakeholders and cultures
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills.
- Multilingual skills and multi-cultural or cross-cultural experience appreciated.
- Action-oriented, entrepreneurial, adaptable, flexible, and has an innovative approach to business planning.
- Ability to work effectively in collaboration with diverse groups of people.

- Exposure to various cultures, geographies, nationalities, ethnicities, and points of view, appreciating the basis of each person's worldview.
- Demonstrated respect for committing to local, on-the-ground involvement with people, communities, and cultures, with awareness and sensitivity to their economic realities.
- Active listening skills, including awareness of body language and physical-mental-emotional linkages. Curiosity for the motivations of all parties, seeking intersections among differing perspectives and viewpoints.
- Capacity to advocate successfully using data, communicate with authenticity and credibility and exert influence by being a role model for people, programs, and ethics.
- Ability to engage with Sasaki leadership.
- Ability to operate as an effective tactical as well as strategic thinker.
- Passion, idealism, integrity, positive attitude, mission-driven and self-directed.

Website: <https://www.sasakifoundation.org/>

CONTACT INFORMATION

If you are interested in learning more or being considered for this position, please email your cover letter and resume by **5 pm EST on Friday, September 10, 2021**, to:

Mary Anne Ocampo

Chair of the Board of Trustees, Sasaki Foundation

mocampo@sasaki.com

Applications will be considered on a rolling basis.