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EDWARD M. KENNEDY INSTITUTE
FOR THE UNITED STATES SENATE

Chief Executive Officer

Position Guide

<https://www.emkinstitute.org/>

EDWARD M. KENNEDY INSTITUTE FOR THE UNITED STATES SENATE

POSITION: Chief Executive Officer

REPORTS TO: Board of Directors

LOCATION: Boston, MA

MISSION

The Edward M. Kennedy Institute for the United States Senate is dedicated to educating the public about the important role of the Senate in our government, encouraging participatory democracy, invigorating civil discourse, and inspiring the next generation of citizens and leaders to engage in the civic life of their communities.

VISION

“To preserve our vibrant democracy for future generations, I believe it is critical to have a place where citizens can go to learn first-hand about the Senate’s important role in our system of government.” – Senator Edward M. Kennedy

ABOUT THE EDWARD M. KENNEDY INSTITUTE FOR THE UNITED STATES SENATE

The Edward M. Kennedy Institute for the United States Senate (the Institute) is a nonprofit, nonpartisan, civic education organization in Boston envisioned by the late Senator Edward M. Kennedy. Through a range of exhibits, interactive educational offerings, and topical programs, the Institute engages students and visitors in a conversation about the essential role each person plays in our democracy and in our society.

- **Education.** Through innovative and nationally recognized educational programs, the Institute provides a high-tech and hands-on learning experience that teaches the next generation how our government works and the skills of listening, compromise, and healthy debate that are needed to productively participate in our communities.
- **Engagement.** The Institute’s program series brings together diverse leaders for engaging conversations in Boston and Washington, D.C. Through convening bipartisan discussions with a variety of perspectives, the Institute’s programs address critical issues facing our communities, our nation, and our world.
- **Experience.** By utilizing its unique, full-scale replica of the United States Senate Chamber, the Kennedy Institute is able to engage visitors in an interactive way to experience the role of the Senate in our democracy. That hands-on experience not only serves as a touchstone for a deeper understanding of the workings of our government, but it also encourages civil



discourse and reasoned debate. With a handheld tablet and skilled facilitators serving as guides, visitors explore exhibits and daily interactive programs that weave together the history and current debates of the U.S. Senate, Senator Kennedy's legacy of service, and a call for visitors to engage in their own communities.

In the spring of 2021, after being shut down for a year due to the pandemic, the Board met to identify the top priorities for the organization as it began to consider reopening once the pandemic receded. The timing was also shortly after the January 6, 2021 invasion of the U.S. Senate Chamber, which had a strong impact on Board members' thoughts. Two priorities emerged and have been the focus of our work in the past year:

- Continue the education of young people about the role of the U.S. Senate and, in general, the way that this country's democracy works.
- Create a new program called "The Senate Project", with the goal of improving the functioning and effectiveness of the U.S. Senate. The methodology used will be an Oxford-style moderated debate between two sitting Senators, each from one of the two parties, particularly those with extremely divergent views, at the end of which they will discuss the views they have in common.



The Institute Board of Directors is currently comprised of 18 committed political, civil rights and professional volunteers. The CEO oversees a staff of approximately 14 full-time employees and an operating budget of approximately \$5 million.

The Institute's facility is a 68,000 square foot building located on Columbia Point on the campus of the University of Massachusetts Boston. It was designed by architect Rafael

Viñoly. The centerpiece of the Institute is a full-scale replica of the United States Senate Chamber where daytime and evening programs take place.

THE OPPORTUNITY

In a time of intense stress on democratic institutions, the role of the Edward M. Kennedy Institute has never been more important. The next CEO will have the opportunity to work with a motivated and professional Board of political and civil rights leaders to elevate the profile of the Institute, increase its role in promoting civil discourse in the United States Senate, and develop the next generation of political leaders.

POSITION SUMMARY

Reporting to the Board of Directors, the CEO is responsible for the overall leadership and management of the Edward M. Kennedy Institute including strategic direction, finances, fundraising, programs, staff, partnerships, and external relations. The CEO is charged with achieving the mission and goals of the Institute in a manner that is fiscally sound and reflects best practices in nonprofit management.

CANDIDATE PROFILE

The Edward M. Kennedy Institute is at a pivotal time in its history. The CEO will be the face of the Institute as it expands its mission, through the Senate Project, to lead a national effort to restore civil discourse to the United States Senate and to our democratic institutions. While leading this effort, our next leader must also be a steward who builds upon our success while growing and evolving for the future. The ideal candidate is a proven leader who understands the power of collaboration and has extensive experience and success leading high performing teams that foster a culture of excellence, from programming to facilities to the visitor experience. The skills and qualities we seek in the CEO of the Edward M. Kennedy Institute include:

External Facing

Political Experience – The CEO will have a strong background in politics and governance, with experience in, and a commitment to, building nonpartisan and bipartisan coalitions. If a former office holder, the CEO will have developed a reputation for bipartisanship and coalition building. The CEO will have a commitment to strengthening democratic institutions.

Vision – The Edward M. Kennedy Institute seeks a leader who can work with the Board of Directors, the staff, and external stakeholders to develop a clear vision for the future of the organization. That vision will incorporate both the historical significance of the Institute and a commitment to strengthening democratic institutions. The CEO will build, and work with, a wide network of external supporters to promote that vision and make it a reality.

Communication – The CEO will be a persuasive and charismatic communicator who will serve as the key spokesperson for the Edward M. Kennedy Institute and can lead others, including staff, board members, donors, elected officials, corporate executives, and others in actions that support the mission of the Institute. The CEO will be the public face of the Edward M. Kennedy Institute and share the mission and vision of the Institute with a wide audience.

Fundraising – The CEO will have extensive experience working to build and cultivate a network of relationships and will show evidence of successful fundraising leadership that includes the acquisition of major gifts and grants from foundations, corporations, individuals, and the public sector at the local, state, or national levels. The next leader must value and engage fully in the successful development of a fundraising strategy for the next 10 years.

Operations

Executive Leadership – The CEO will have the skills and competencies to provide oversight for the operational and financial management of a multi-faceted organization. The individual must be a strategic thinker and problem solver who creates a team environment, solving problems through a healthy and intentional reliance on staff and volunteers, and is committed to ongoing professional development of the staff. The candidate should have a keen understanding of their role as steward with extensive experience managing and overseeing long-term projects and initiatives. High integrity, sound judgment, humility, and decision-making skills are essential to success in this role. Experience in building, and partnering with, an engaged governing board will be essential. This person will establish and maintain a climate of trust in all leadership and board-related matters and sustain a learning environment, encouraging active inquiry by the Board and staff in pursuit of organizational excellence.

Financial Management – The CEO will have the financial expertise to effectively manage the organization’s budget, properly allocate its resources, and forecast trends and changes. The CEO will have the skills to navigate the new environment created by the COVID pandemic and help the organization identify new opportunities and resources to adapt to a changing landscape.

Institute Oversight – The CEO will oversee staff to ensure a quality visitor experience including walk-ins, tour groups, school and adult programs, lectures, on-site performances, the gift shop, and the website. Under the leadership of the CEO, the Institute will increase revenues by generating additional admissions and memberships as well as store and special event revenues. The new CEO should possess the interest in and ability to enhance the use of technology in the delivery of a first class educational and tour experience.

Team Building and Mentoring – The CEO will cultivate, develop, and inspire a cohesive, high-performing team of staff who embody organizational values of collaboration, trust, and respect for one another. The CEO will have the temperament and skills to continue the development of talented staff as well as a demonstrated ability to bring passion, vision, direction, business discipline, and inspiration to the organization. The successful candidate will be a good listener and open to dialogue and critical conversations that lead to shared success. A management approach that is accessible, collaborative, and empowering must be demonstrated, and balanced by results-oriented accountability.

COMPENSATION AND BENEFITS

The salary range for this position is between \$250,000 and \$300,000 and will be commensurate with experience. The Edward M. Kennedy Institute offers a generous and comprehensive benefits package, including but not limited to 12 paid holidays, 15 vacation days (for less than three years of service) and group health and dental, as well as a 401K plan.

The Edward M. Kennedy Institute is an equal opportunity employer and is committed to the principle and policy of equal employment opportunity. The Edward M. Kennedy Institute will not discriminate against employees or applicants for employment on any legally recognized basis including, but not limited to, veteran status, military status, race, color, religion, sex, pregnancy, marital status, creed, national origin, genetic predisposition, physical or mental disability, age, sexual orientation, or any other protected class recognized by federal, state, or local law.

To apply, please send a current resume and letter of introduction to Kittleman & Associates, LLC at <https://bit.ly/3IFpOSh> (click on the Apply button at the bottom of the page).

For more information about the Institute, visit <https://www.emkinstitute.org/>.