



## **Job Announcement: Executive Director Welfare Research, Inc. d/b/a WRI Solutions**

WRI Solutions (WRI), is a dynamic 501(c)(3) nonprofit quasi-governmental organization based in Albany, New York. At WRI, we specialize in technical assistance, program evaluation, project management, training, and professional writing and design services – including grant writing – tailored to the human services sector. Supporting positive social outcomes by amplifying the effectiveness of mission-driven government agencies, nonprofit organizations, and foundations is at the heart of what we do.

Since our inception in 1967, WRI Solutions has partnered with a diverse array of federal, state, city, and county agencies, along with numerous nonprofit organizations, to enhance and streamline their service delivery. Our expertise spans across critical areas such as child welfare, juvenile justice, youth services, intellectual and developmental disabilities, and mental health.

Guided by a dedicated Board of Directors, WRI Solutions has flourished, now boasting a talented team of over 25 full- and part-time professionals. Our staff are engaged in a multitude of contracts, contributing their expertise to a wide range of projects, all aimed at making a meaningful impact in our communities.

### **Position**

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WRI Solutions' Executive Director (ED) is hired by, reports to, and serves at the pleasure of, the Board of Directors.

The ED is responsible for the overall administration, oversight and day-to-day operations of the agency. The ED serves as the primary spokesperson for WRI Solutions to constituents, customers, the media and the general public. The ED establishes and maintains professional relationships with various organizations throughout the state and beyond, and uses those relationships to strategically enhance WRI Solutions' mission and operations.

The responsibilities of the ED include, but are not limited to, the areas described below.

### **Oversight of WRI Solutions Programs**

The primary responsibility of the ED is to provide direction, oversight, quality control, strategic thinking and technical assistance regarding the programs carried out by WRI Solutions.

- Develops, oversees and delivers on the strategic vision for the work of WRI Solutions in collaboration with senior leadership and the Board of Directors and can articulate the reasoning behind and the impact of that vision
- Monitors developments and trends in the fields in which we work both in New York and nationally
- Has primary oversight for the projects WRI Solutions has agreed to carry out

- Decides when to solicit new work, accept or decline an offered contract, how to structure an application for new work, and what the mix of work undertaken by the organization should be
- Is the key point of contact for government and not-for-profit partners and represents the agency in public forums.

### **Financial Performance and Viability**

- Ensures the fiscal health and integrity of WRI Solutions, including the submission of a proposed annual budget to the Board of Directors each December
- Provides fiscal management to ensure that the agency operates within the approved budget and ensures the financial health of the organization
- Supervises the CFO in preparing monthly financial statements which accurately reflect the financial condition of the organization
- Continuously seeks additional business for WRI Solutions that is aligned with the agency mission and supports agency growth and contract diversity at an appropriate pace
- Develops and implements fundraising strategies as needed.

### **Organization Operations**

- Establishes and manages employment and administrative policies and procedures for all functions and for the day-to-day operation of the agency
- Leads, coaches, develops, and retains WRI Solutions' high-performance team
- Continues to build and support the infrastructure for agency growth
- Ensures effective systems to track progress, and regularly evaluates program components, so as to measure successes that can be effectively communicated to the board, funders, and other constituents
- Provides administrative oversight of all WRI Solutions contracts and projects to assure appropriate budget development and implementation, staffing, and timely completion of deliverables.

### **Human Resources**

- Administers and oversees all human resources functions including hiring, firing, supervision, evaluation, and retention of competent, highly qualified staff
- Advances the organization's commitment to a just and equitable society and an inclusive and respectful workplace
- Maintains and models the expectation for a high-performing agency, simultaneously demonstrating a commitment to and respect for a diverse staff, including support for employees' work/life balance and self-care



## Board Governance

The ED works closely with the Board of Directors in areas including but not limited to policy decisions, fundraising and increasing the overall visibility of the agency.

- Communicates effectively with the Board and provides, in a timely and accurate manner, all information necessary for the Board to carry out its responsibilities to the agency and to make informed decisions
- Communicates regularly and transparently with the Board, keeping members informed of successes, challenges and emerging issues
- Works with the Board President to set quarterly Board meeting agendas and is responsible for providing all written materials needed for Board meetings
- Reviews and approves financial reports developed by the CFO for presentation to the board.

## Professional Qualifications

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The qualifications for the WRI Executive Director include the following:

- A bachelor's or advanced degree is preferred
- A demonstrated history of transparent and high integrity leadership
- Five or more years of successful senior management experience in the human services field  
Senior management experience in both the public and private not-for-profit sectors is preferred
- Budget management skills, including budget preparation, analysis, decision-making and reporting
- Experience in identifying and securing new contracts and revenue
- Strong organizational abilities including planning, delegating, program development and task facilitation
- Experience and knowledge of program evaluation including, but not limited to, data collection and analysis, needs assessments and outcome measurement tools
- Ability to convey a vision of WRI's current strengths and strategic future to internal and external stakeholders
- Skills to collaborate with and motivate board members and other volunteers
- Knowledge of fundraising strategies and grantor relations unique to not-for-profit sector
- Strong written and oral communication skills, including public speaking
- Demonstrated ability to supervise, coach and collaborate with staff.

## Benefits

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You will be entitled to a benefit package which includes:

- Membership in the New York State Employees' Retirement System
- Worker's Compensation insurance, disability insurance, health insurance, group term life insurance



- Paid holidays
- Employer match of your Social Security and Medicare contributions
- Compensation tax deferral program as well as various AFLAC insurance products if you wish to enroll
- Pre-tax cafeteria program for unreimbursed medical expenses or dependent care expenses, if you choose to enroll
- After six months of continued employment, you will become eligible for dental insurance
- Professional Development Opportunities
- Hybrid work environment – minimum three days in office.

The salary range for the position is \$125,000 to \$165,000.

## How to Apply

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Please email resume to the Board of Directors Search Committee at: [EDSearch@wrisolutions.org](mailto:EDSearch@wrisolutions.org). A Fall 2025 start date for the position is anticipated.