KADRE
MANAGEMENT

Career Opportunity: Nonprofit Executive Director

Organization Description:

Kadre Management is an association management firm that helps volunteer-led nonprofit organizations thrive. We bring together experienced nonprofit executives, meeting planners, and other skilled professionals to provide the leadership, expertise, and the hands-on support that associations need to fulfill their missions and serve their members. Team members are partnered with associations and work as part of a virtual team, providing the day-to-day management, strategic support, meeting planning, and other services needed for each organization to succeed. **At Kadre Management, we help nonprofit associations manage success.**

The Nonprofit Executive Director will lead an established international association of clinicians focused on genomics while providing senior-level leadership and consulting support to other nonprofit association clients.

Position Overview:

Kadre Management is seeking an experienced nonprofit leader to serve as a **Nonprofit Executive Director (75%) and organizational leadership consultant (25%).** This full-time position combines nonprofit executive leadership with consulting and client service, ideal for someone who enjoys both the responsibility of leading an organization and the variety of working with multiple mission-driven clients. The successful candidate will bring strong nonprofit leadership experience, excellent relationship-management skills, and the ability to thrive in a collaborative, professional services environment.

As **Executive Director**, the successful candidate will work closely with a volunteer board of distinguished scientists and practitioners, advancing the strategic plan, guiding the operations and programs, and helping advance the mission and long-term growth of a **well-established, financially stable nonprofit association of nearly 500 members who serve as clinical directors in their field of genomics.**

Additional opportunities will utilize the candidate's nonprofit leadership and consulting skills to support a range of other Kadre clients (also nonprofit associations), which may include strategic planning, organizational development, conference support, and other special projects.

Responsibilities:

Lead a nonprofit clinical association (approximately 75%)

- Serve as Executive Director by providing leadership and day-to-day management in partnership with the Board of Directors and volunteer leaders.
- Translate the Board's strategic direction into priorities, policies, and well-aligned programming, while keeping the Board informed of organizational progress, opportunities, and challenges.
- Provide financial and administrative oversight, including budget development, financial monitoring, fundraising and revenue generation in partnership with the Board of Directors, compliance, risk management, and appropriate stewardship of organizational resources.
- Grow membership both in the US and internationally.
- Oversee communications, technology, and other services, ensuring they support the organization's mission and members.
- Build strong, productive relationships with the Board, committees, members, partners, industry representatives, and other stakeholders.
- Collaborate with volunteer leaders and committees to establish priorities, maintain timelines, develop and review procedures, and implement programming that helps the organization achieve its mission.
- Coordinate with meeting planners to ensure key Annual Meeting components, including revenue and expenses, venue and vendor relationships, sponsorships and exhibitor engagement, speaker and abstract management, and communications meet the strategic aims of the organization.
- Maintain effective organizational systems, policies, procedures, records, and workflows that support a well-run and sustainable association.

Support Additional Kadre Clients (25% of the role)

- Provide senior-level support to other Kadre clients based on organizational needs and priorities, with assignments that may include board engagement, governance, strategic planning, organizational assessment, and capacity building.
- Facilitate board and committee meetings, retreats, orientations, planning sessions, and other engagements that help nonprofit leaders work effectively and advance their organizations.
- Step into complex client challenges and help identify practical solutions, establish priorities, coordinate resources, and move work from strategy to implementation.
- Support annual meeting planning for other Kadre clients as needed.

Strengthen the Kadre Team and Client-Service Infrastructure

- Serve as a senior resource to Kadre colleagues, sharing nonprofit leadership expertise and helping team members navigate complex client, governance, and organizational issues.
- Coach and mentor staff and contribute to a collaborative, virtual team environment in which employees share knowledge, solve problems, and support one another across client accounts.
- Contribute to Kadre's tools, templates, processes, and systems for board engagement, organizational development, annual meetings, and client service.

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Required Qualifications:

- **At least seven years of progressively responsible experience in nonprofit, association, or mission-driven organization leadership**, including experience managing programs, operations, budgets, and organizational priorities
- **Demonstrated experience working effectively with a volunteer board and committees**, including translating board direction into action, preparing leaders to make informed decisions, and maintaining productive board-staff relationships
- **Strong organizational and project-management skills**, with the ability to manage multiple priorities, establish timelines, and keep complex work moving
- **Excellent relationship management and communication skills**, with the ability to build trust and work effectively with volunteers, members, vendors, and other stakeholders
- **Experience with nonprofit financial management**, including budgeting, financial monitoring, revenue development, and responsible stewardship of resources
- **Strong facilitation skills**
- **Ability to think strategically while also managing details and execution**
- **Ability to work independently and collaboratively in a virtual professional-services environment**
- **Exceptional judgment, professionalism, and discretion**
- **Bachelor's degree or equivalent combination of education and professional experience**
- **Kadre Management values in-person collaboration and relationship-building. For this reason, preference will be given to candidates who reside in North Carolina.**

Additional Skills and Qualifications:

The preferred candidate will also possess these skills and experiences:

- Facility with quantitative, data driven presentations that track organizational performance metrics and progress towards goals in a dashboard or other visual displays
- Background knowledge in the field of genomics and/or laboratory research is a plus

Compensation: Salary is commensurate with experience and ranges between $80,000 - $90,000

Benefits:

- Health insurance
- Dental, vision, and life insurance options
- 15 days of paid time off (PTO) and 12 paid holidays
- 401(k) option

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Why Work at Kadre? Kadre offers the opportunity to do meaningful, challenging work with a small team that values **initiative, flexibility, and professional judgment**.

- **Flexibility and autonomy:** Work remotely and enjoy flexibility in how you structure your schedule while meeting client and team commitments.
- **Variety and professional growth:** Lead a nonprofit organization while also working with a diverse range of nonprofit clients on governance, strategy, organizational development, and special projects.
- **A collaborative team:** Work alongside experienced nonprofit executives, meeting professionals, and other specialists who share knowledge and support one another.
- **Meaningful impact:** Help nonprofit organizations strengthen their operations, engage their volunteer leaders, serve their members, and achieve their missions.
- **A nimble workplace:** Be part of a small organization where good ideas can become reality quickly, your contributions are visible, and you help shape how Kadre works and grows.

How to Apply: Please submit your résumé and a cover letter to admin@kadremgt.com. In your cover letter, please address the following:

1. **Relevant experience:** Describe the position or professional experience that has best prepared you for this combined Executive Director & Client Services Manager role. Explain how your experience relates to the responsibilities outlined in the job description.
2. **Managing competing priorities:** Describe your experience managing diverse organizational and client responsibilities. How did you balance competing demands, organize the work, and ensure success?

Candidates are strongly encouraged to apply by November 9, 2026 to be considered for the first round of interviews. Applications may be accepted after this date.

Kadre Management is an Equal Opportunity Employer. *We consider all qualified applicants without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, or any other status protected by applicable law.*