

Executive Director

MARCH 2024

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Role

Principals are members of Tapestry’s leadership team and play key roles in leading our networks. This includes developing domain expertise, surfacing key issues of relevance to the network, planning and executing in-depth discussions with sponsor and network members, validating and deepening issues identified by participants, setting and syndicating agendas, developing content briefings to prepare meetings, planning and co-chairing meetings of network members, and synthesizing meeting discussions in written documents. In addition, principals lead internal initiatives and contribute significantly to the firm’s strategic goals.

Responsibilities include:

- **Sponsor leadership:** Developing strong relationships with all levels of sponsor organizations, ensuring maximum impact and benefit to the sponsor and its leaders. This includes providing counsel to key executives, strategic planning for the networks, developing proposals, budgets, project specifications, and resource requirements, and partnering on content work streams.
- **Content development:** Developing rigorous and high-quality documents, providing research- and interview-based syntheses of business, market, and policy challenges, as well as editing content developed by teammates.
- **Network design and stewardship:** Designing the overall network purpose, structure, value, membership, and content, as well as co-chairing meetings to deliver the unique Tapestry experience.
- **Team leadership and management:** Managing all aspects of project work streams, including project plans, content development, and communications. Participating in hiring and on-boarding of new hires or internal transfers.
- **Firm leadership and development:** Leading internal initiatives contributing to Tapestry’s strategic goals. Developing new business with both new opportunities and with existing sponsors. Participating in firm-building activities, including recruiting, mentoring junior colleagues, leading firm improvement projects, etc.

Knowledge and skills

Candidates should possess strong leadership skills, project management experience, and a track record of providing guidance and support to top leaders. Key competencies include:

- Proven ability to interface with, and influence, senior executives
- Strong, self-confident leader with business acumen and good listening skills
- Intellectually curious, with the ability to learn new subjects quickly
- Strong writing skills, ability to synthesize and edit
- Proven record in project leadership and initiative-taking; ability to lead without close supervision
- Confidence in meeting leadership and in unscripted interaction with very senior leaders in business and government
- Record of accomplishment and impact, ideally involving business development and growth

Desired background and qualifications include:

- MBA or other advanced degree strongly preferred, ideally in a field close to business (law, economics, public policy, etc.)
- At least 5 years leadership experience – with progressive responsibility – at a top-tier professional services firm or equivalent experience in a performance-oriented organization