



Managing Director

Uncharted

Uncharted is seeking a talented *Managing Director* to lead the day-to-day of the organization and take it to the next level of organizational maturity and growth.

The *Managing Director* will work closely with Banks Benitez, Uncharted's CEO, serve on the Uncharted Executive Team, and will be responsible for developing org strategy with the CEO, leading and managing the team, and ensuring the organization delivers on its strategic goals.

The *Managing Director* will play a significant role in ensuring Uncharted is an extraordinary place to work, is a values-driven company, and is propelled forward by a vibrant culture that brings out the best in the people on the team and in the Uncharted network.

Uncharted builds accelerator programs and other initiatives to support mission-driven founders in building and scaling ventures that address societal problems. The Uncharted team is 13 people.

Accountabilities

As *Managing Director*, you will...

Partner with the CEO to inform organizational strategy.

- Coordinate regularly with the *CEO* to develop plans, sense-make, and update priorities.
- Prepare budgets, reports, and other key information for CEO, Board, and other key partners.
- Give feedback and input on key deliverables ahead of Board meetings, funder meetings, team all-hands, and similar high-leverage moments.
- Generally support the CEO, enabling him to focus on Uncharted's vision, evangelism, and resourcing the organization.

Translate Uncharted's strategic plan into strong organizational performance through effective goal-setting, team management, and accountability systems.

- Develop & maintain an operating plan that reflects Uncharted's priorities.
- Cultivate the organizational conditions where everyone on the team is aligned around roles, objectives, key results, and behaviors. This means you are creating the organization-wide conditions where open communication, high levels of ownership and

responsibility, and high-functioning collaboration are taking place. People believe their best is being brought out, and the workplace is low-drama and low-politics.

- Design & run regular team meetings (all-staff, departmental, 1:1s) to ensure the Uncharted team is fully aligned and working as effectively as possible.
- Develop tracker(s) and other methods of reporting results and KPIs, such that the Uncharted team can see their progress-to-goals and obstacles to progress are addressed quickly.

Act as a key shaper of, and champion for, Uncharted's culture.

- Develop your own understanding of, and contribution to, cultivating Uncharted's distinctive culture, which is curious, entrepreneurial, and laser-focused on creating positive impact on key societal problems.
- Lead the team in more deeply incorporating diversity, equity, inclusion, and anti-racist principles into every aspect of the organization and our community, with the support of outside experts as needed.
- Help the team continually concretize and reinforce Uncharted's culture through routines, rhythms, artifacts, and traditions.
- Occasionally contribute in the careful orchestration and successful execution of sophisticated office pranks aimed at various members of the team.

Oversee expansion of Uncharted's revenues, across multiple product lines.

Oversee VP Growth & Development and manage the team such that:

- Uncharted sells & deploys more of their signature product line, year-long accelerator programs focused on specific problems, growing from \$2M to \$7M topline revenue in the next 3 years.
- Uncharted develops and scales a new offering aimed at high networth individuals, reaching at least \$1-2M in topline revenue within 3 years.
- Uncharted reaches a wider audience of partners, funders, and supporters to engage in the work.
- Uncharted is structurally able to run new product/revenue experiments when opportunities emerge.

Build & develop the Uncharted team.

- Oversee hiring & recruiting processes as the team grows, shaping the process and being accountable for strong outcomes.
- Invest time and attention in mentoring and developing the Uncharted team, through formal systems (e.g. well-designed performance reviews) and informal conversation and mentorship.
- Foster a culture of feedback, growth, and curiosity for the team.

Oversee Uncharted's operations team.

- Lead financial planning, management, and oversight such the organization remains financially healthy as it grows.
- Oversee *Director of People & Partnerships* and *Finance Manager* in proper execution of budgets & finances, legal, compliance & reporting, and other administrative functions as the organization grows.

Reporting

- **You will report to Banks Benitez, Uncharted CEO.**
- **Direct Reports:** You will have **four direct reports:**
 - *Director of Venture Funding*
 - *Director of People & Partnerships*
 - *Director of Government and Community Relations*
 - *Marketing Manager*

Key Outcomes

Some examples of concrete outcomes we will see when you are succeeding as our *Managing Director* include...

- **CEO Focus:** Our CEO is able to substantially step out of day-to-day management and operations, able to shift his focus to evangelism, resourcing, and recruiting for key hires.
- **Planning + Performance:** Uncharted is consistently hitting or exceeding organizational targets and OKRs, including:
 - Overall topline revenue growth of at least 25% YoY.
 - Hitting revenue/funding targets for new high-networth-individual product line, as outlined above.
 - Generally hitting 80% of quarterly OKRs.
- **Culture + Work Environment:** Uncharted's team reports the highest degrees to-date of trust, development, culture, collaboration, and clarity of role and direction.
 - Observable improvement in employee engagement survey scores across key dimensions.

Qualifications

You're exactly what we're looking for if you...

- **Are fired up about the work that Uncharted does.**
 - You see this role as a perfect opportunity to exercise your passion and align your values and purpose with an organization exploring new ways to tackle key societal problems.
 - You believe deeply in the power of purpose-driven business, and you have a point of view about how companies, philanthropies, nonprofits, and other purpose-driven organizations need to adapt to the current and future world.
 - You believe in the power of a values-driven team, and have experience wrestling with how to lead a company that aspires (and sometimes fails) to live up to its values.
 - You are a *culture-creator*, and you believe in the power of creating environments where people feel that they belong and can thrive.
- **Are a personification of the culture of Uncharted.**
 - You embody a **growth mindset** instead of an expert mindset. You are a profoundly curious person, and you're continuously refining and updating your mental model as you learn.
 - You tend to lean towards risk-tolerance over risk-aversion, and you enjoy experimenting and learning-by-doing over just pondering and debating.
 - **You are both strategic and scrappy.** You are great at delegating, but you also realize when you need to roll up your sleeves and do the work yourself. Your *posture* is one of "no task is too small for me" even when you skillfully delegate tasks to the team around you.
 - **You are exceptional at having hard conversations**, dealing with conflict, and communicating non-violently, but with full truth and candor.
 - **You are able to debate, challenge, and engage in 'healthy conflict'** with Banks and others about Uncharted's strategy, direction, and priorities - while respecting existing decisions, and without sliding into unproductive communications.
- **Are masterful with communication and listening in your leadership.** You're direct, honest, approachable, in both team-wide and one-on-one settings. When you listen to people, they feel it.
- **Have 6-8 years of experience leading and managing an organization or large team**, setting strategic priorities, and creating strategic, operational, and performance plans to achieve those priorities.

- You have been the CEO, COO, or other key executive on a leadership team, and you have been the, or one of the, key company leaders.
- You have helped organizations reinvent themselves so they are more human, more values-driven, and more operationally excellent.
- This is not your first rodeo; you have experience taking existing teams to the next level, via coaching, management, and other methods.
- Have a high level of comfort with ambiguity and uncertainty.
 - You are willing to tackle projects without much guidance/structure.
 - You are typically the one who builds structure, game plans, and next steps.
- **Have a strong command of finance and operations.** You know how to craft a budget, maintain it, and model org scenarios such that you're always making decisions and recommendations with confidence.
- **Have specific experience designing, integrating, and expanding cultural initiatives, particularly with respect to diversity, equity, inclusion, and anti-racism.** You are comfortable with the nuance and uncomfortable territory that this work requires, especially given recent current events.

And ideally you...

- **Have professional experience in entrepreneurship, accelerators, venture funds, or other orgs that support early-stage founders and their teams.**
- **Have experience managing client or revenue-anchored partner/funder relationships.**
 - You've managed six or seven-figure engagements/projects.
 - You can talk through the phases, non-negotiables, and best practices of client relationship management (including mistakes you've made).
- **Have unusually strong organizational skills.**
 - Your success is built upon a foundation of methodical, personal organization that gives you the confidence to reach deadlines and achieve outcomes even when there are numerous other "priorities" and distractions.
 - In your previous role(s), you built out systems that helped keep other people organized.

The Details

Location: Uncharted is headquartered in Denver, CO, and runs programs across the country. We are currently operating as a remote team even in Denver (re: COVID), and have plans to evolve into a “semi-distributed” team, perhaps with offices/hubs in multiple cities. Given the uncertainty on Uncharted’s exact geographical footprint in years to come, we are currently open to candidates based in any location in the US.

Compensation: Competitive salary (base + performance), commensurate with experience. Relocation assistance is available.

Benefits:

- Healthcare including dental and vision plan which starts on the 1st of the month after hire. Uncharted pays 75% of premiums for our employees.
- SIMPLE IRA with up to 3% matching.
- 5 weeks paid vacation accrued over a year.
- 10 holidays + [your birthday off](#).
- Generous family leave policies.
- Flexible work schedules (currently our team works remotely approx. 40% of each week).
- [Possibly a 4-day work week](#).

How to Apply

This search is being managed by [Formidable](#).

Please email Nathaniel at Formidable at nsk@formidable.services with your resume & brief note of interest.

We are committed to a diverse, equitable and inclusive workplace in which everyone is welcomed, valued, and supported. Uncharted recruits, employs, compensates, and promotes without regard to race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, physical or mental disability, genetic or family medical history, marital, parental, veteran or military status, unfavorable military discharge, or any other status protected by applicable federal, state or local law.