



Position Title: Executive Director

Reports to: Board of Directors

Location: Portland, OR

- **Work Condition:** Currently remote with plans for hybrid remote and occasional in-office in 2023.

Salary Range: \$115,000 - \$120,000

Benefits: medical, dental, vision, PTO and access to 401k, flexible spending plan and paid family and medical leave

Classification: Full-time; Regular; Exempt; At Will

People who are most impacted by our country's lack of support for caregivers, including those who identify as Black, Indigenous and/or people of color, queer, transgender, gender nonconforming people, mothers and other people with caregiving responsibilities, and people with disabilities are strongly encouraged to apply.

We are focused on building a diverse and inclusive workforce. If you're excited about this position, but do not meet all of the qualifications listed below, we still encourage you to apply.

About the Position

Family Forward Action seeks a collaborative, compassionate, and visionary leader who shares a connection with the values that we uphold. They create and manage external relationships and partnerships, plan, and work with strategic vision. Our Executive Director works together with our experienced and driven leadership team, staff, board of directors, and Action Team leaders to advance our mission. The leadership team consists of two co-Deputy Directors, a Sr. Political Director, a Communications Director, an Organizing Director, and a Development Director.

The Executive Director will be responsible for oversight of our 501(c)3, 501(c)4, and political action committee.

- Family Forward Oregon is a C3 nonprofit organization leading a movement to value the work of caregiving in Oregon.
- Family Forward Action is a C4 nonprofit organization led by Oregon moms and caregivers who are building political power to fight for racial, gender, economic, and reproductive justice.
- The Mother PAC is a grassroots political action committee that works to endorse and elect more champions for care work in Oregon, especially those who identify as moms and caregivers and/or Black, Indigenous, and people of color.



Essential Duties & Responsibilities

Organizational Leadership & Management

- Lead, coach, develop, and sustain Family Forward's established leadership team •
Ensure effective systems are in place to maintain progress towards our mission; regularly evaluate program components, to measure successes and alignment with our approach to equity and values
- Develop, maintain, and support a strong Board of Directors; seek and build board involvement with strategic direction
- Ensure effective implementation of the strategic plan for the organization in alignment with Family Forward's mission
- Ensure continued development of inclusive and equitable organizational structures and policies

Partnerships, Advocacy, and Communications

- Oversee external communications; ensure our collateral and messaging are shifting the narrative around the value of care and caregiving
- Strengthen and maintain partnerships to support our strategic plan and mission; work with partners to develop shared plans, coalitions, and messaging
- Deepen and establish new relationships with the community, elected officials, political partners, funders (both locally and nationally, and reporters)
- Participate in federal and local campaigns and serve on national coordinating bodies/boards
- Be an external presence that communicates organizational wins and initiatives •
Maintain and expand our transformational organizing work, increasing our capacity to build a multi-racial, cross-class movement of parents and caregivers
- Support ongoing development and professional growth of our community movement

Finance, Fundraising

- Responsible for the overall fiscal health of the organization, in conjunction with the board of directors.
- Expand revenue generation and fundraising activities to support existing program operations
- Carry a portfolio of individual and major donors and foundation relationships. •
Use external presence and relationships to generate revenue and investment opportunities



Qualifications

- Senior management experience with teams consisting of 10+ employees
- Proven leadership in advocacy, organizing, and movement building
- Experience with, and preference for, working in a shared leadership model
- Track record of effectively leading an outcomes-based organization
- Experience creating, managing, and mentoring high-performing teams •
- Experience developing and implementing a successful strategic plan that enables sustainable maturation and growth of the organization
- Demonstrated experience developing and maintaining financial resources for organizations with budgets over \$1,000,000
- Examples of a strong board of director development, recruitment, and engagement.
- Preferred experience working with c3s, c4s, and PACs

Core Competencies

- Lived experience being impacted by our country's historic and current lack of support for moms, parents, and caregivers
- Demonstrated commitment to Family Forward and The Mother PAC's missions
- Commitment to gender, racial, and economic justice work
- A strong understanding and demonstrated commitment to equity, inclusion, and belonging
- Experience with, and preference for, working in a multiracial environment with people of all abilities and backgrounds
- Proven leadership and coaching of individuals and teams, with a record of professional development of staff
- Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders and cultures
- Effective communicator with proven written, oral, and listening skills

How to Apply

Nonprofit Professionals Now is pleased to be working with Family Forward in the effort to fill this key role. To learn more about Family Forward and this opportunity, please review the full job description and application information available at:

<https://npprofessionals.hiringthing.com/job/521392/executive-director-family-forward>

All applications must contain a resume and statement of interest. All submitted materials are reviewed by NPN staff and considered as part of the hiring process.

Application Deadline: December 29, 2022