

Position Title: Executive Director

Reports to: Board of Directors

Location: Portland, OR

- **Work Condition:** Majority remote with plans for hybrid remote in 2023.

Salary Range: \$120,000 - \$125,000/annual

Benefits: medical, dental, vision, PTO, and 401k

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 You

You are passionate about racial, gender, economic and reproductive justice, especially the lack of value for caregiving in perpetuating current and historic injustice. You are a movement-builder who leads with vision and compassion. Leading an intersectional, feminist organization that is advocating for social change is what drives you. You work to create a supportive environment and understand the importance of your team and value their growth. You root for your team to achieve their dreams and goals through active mentorship and professional development.

About the Position

Family Forward Action seeks a collaborative, compassionate, and visionary leader who shares a connection with our values and mission. Our Executive Director will have ultimate responsibility for our 501(c)3, 501(c)4, and political action committee. This position will create and manage external relationships and partnerships, and work with strategic vision. The Executive Director will work collaboratively 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 collective work of our three affiliated organizations is to center caregiving, amplify the voices of moms and caregivers, pass policies, and elect candidates who fight for our families to create more racial, gender, and economic justice.

- 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 mothers 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 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

- Hold responsibility 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

- 4+ years senior management experience in nonprofits developing and leading teams consisting of 10+ employees.
- 4+ years experience in fundraising with major and individual gifts.

- 3+ years experience developing, overseeing, and maintaining financial resources for organizations with budgets over \$1,000,000.
- Experience and ability within a distributed leadership model and collaborative decision-making: consistently work and collaborate with staff and board - listening, empowering others to create and implement solutions, being self-reflective, and sharing power.
- Experience developing and implementing a successful strategic plan that enables sustainable maturation and growth of the organization.
- A strong understanding, commitment, and demonstrated ability to integrate equity, inclusion, and belonging through gender, racial, and economic justice work.
- Proven leadership and experience in political/electoral advocacy, organizing, and movement/community building within diverse cultures and multiracial environments.
- Track record of effectively working with boards and staff to lead an outcomes-based organization.

Additional Desired Skills & Abilities

- Familiarity with c3s, c4s, and PACs.

How to Apply

Nonprofit Professionals Now (NPN) 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://bit.ly/FamilyForwardED>

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

Application Deadline: May 1, 2023