



*Igniting social change. Advancing social justice.*

## Executive Director Job Description (2018)

### Logistics

- ❖ Exempt, full-time (40 hours per week) position, including occasional evening and weekend work and overnight travel
- ❖ Reports to Board of Directors
- ❖ Based in Portland
- ❖ Salary: \$90,000 - 100,000/year, depending on experience
- ❖ Good benefits package

### Mission and Vision

MRG's mission is to inspire people to work together for justice and mobilize resources for Oregon communities as they build collective power to change the world. We envision a just and joyful Oregon where people, cultures, and ecosystems thrive.

### Summary

The Executive Director of the MRG Foundation provides the strategic vision, political and cultural leadership, fundraising drive, and values-based management for this community foundation that advances social justice throughout Oregon. The ED ensures that all of MRG's work is conducted using intersectional race, class, and gender analyses. The ED supervises three senior-level staff members and works closely with the board of directors and staff to achieve the following:

1. **increasing MRG's visibility and inspiring a wider circle of people to support MRG's social and racial justice grantmaking** at increasingly higher levels, creating multi-year communications and fundraising plans, and serving as the lead fundraiser.
2. **cultivating strategic partnerships** that increase resources for and advance social and racial justice in Oregon.
3. **supporting our talented team**, ensuring that MRG is a vibrant, inclusive, people-of-color-led organization that offers concrete leadership opportunities for staff and meaningful work for volunteers.

## Responsibilities

**Leadership and Management:** Ensure the organization's work is strategic, integrated, mission-focused, values-based, and in compliance with all relevant policies, laws, contracts, and agreements. Support the staff to be successful in their work and the board in effectively governing the organization.

**Resource Development:** Build a strong base of financial support by engaging donors at all income levels and of different identities and backgrounds, taking the lead with major donor relationships.

- ❖ Supervise the Development Manager. Ensure there are clear goals and work plans that continually strengthen MRG events, donor programs, solicitations, policies, and other strategies to increase and strengthen MRG's fundraising. Conduct evaluations, assess needs, and create professional development opportunities.
- ❖ Collaborate with other staff and board members as appropriate, and in partnership with the Development Manager, to set and meet annual and long-term fundraising goals.
- ❖ Develop new and cultivate ongoing relationships with major donors.
- ❖ Cultivate relationships with local, regional, and national funders to support MRG's work and grantees.

**Grantmaking:** Lead the organization's grantmaking work in collaboration with the board, staff, and community partners, enabling MRG to fully realize its mission while modeling racial and social justice values.

- ❖ Supervise the Grants Program Director. Ensure there are clear goals and work plans that continually improve MRG's grantmaking in accordance with MRG's activist-led grant programs and policies. Conduct evaluations, assess needs, and create professional development opportunities.
- ❖ Partner with staff to develop and implement new special interest funds and initiatives when appropriate (with board approval).

**Financial Management:** Ensure MRG's financial health, taking a lead role in financial management and planning.

- ❖ Supervise the Finance & Operations Director. Ensure there are clear goals and work plans that continually improve financial management, office management, human resources management, and staff meetings and retreats. Conduct evaluations, assess needs, and create professional development opportunities.
- ❖ Participate in Finance and Investment Committee meetings to monitor the organization's financial position and ensure the development and implementation of sound financial and investment policies.

**Funder Advocacy and Strategic Partnerships:** Inspire and influence other foundations to increase their support of social justice work and communities of color in Oregon.

- ❖ Lead in the identification and pursuit of strategic opportunities to expand MRG's presence and build MRG's leadership in philanthropic circles statewide, regionally, and nationally.
- ❖ Cultivate relationships and strategic partnerships with other foundations to increase foundation funding available for social justice work, especially in communities of color.
- ❖ Serve as a key spokesperson for MRG in philanthropic circles.
- ❖ Lead and participate in initiatives that foster collaboration among social justice philanthropists and activists.

**Organizational Culture:** Serve as the Chief Culture Officer and actively cultivate a positive, welcoming work environment that centers the mission, demonstrates an unwavering commitment to equity, and promotes learning, innovation, and leadership development.

- ❖ Maintain a multi-racial, multi-gender-identity workplace that values different perspectives, fosters respect, practices clear communication, and demonstrates mutual support.
- ❖ Provide organizational and political leadership to engage and motivate staff and key stakeholders; provide leadership development opportunities.

**General Organizational Management:** Lead and support continual improvement in all aspects of organizational management.

- ❖ Ensure all program and administrative work is coordinated and effectively and efficiently supports the organization's mission.
- ❖ Ensure the timely development and implementation of strategic plans, organizational calendars, and organizational work plans. Partner with staff and board of directors to evaluate and update the organization's political analysis, vision, and strategic goals as needed.
- ❖ Ensure MRG is in full legal and fiscal compliance with laws governing philanthropic public charities of 501c3(9) status and the organization's bylaws.

**Governance:** Work in concert with the board of directors to ensure board members have the information and resources they need to effectively govern the organization.

- ❖ Maintain strong communication with board members. Provide clear framing and background information for board discussions.
- ❖ Maintain strong communication between the board and staff.
- ❖ Work with the board to attract, recruit, orient, and engage new board members.
- ❖ Support the board in identifying board development needs and create meaningful board leadership and leadership development opportunities. Collaborate with board to continually hone MRG's activist board member model.
- ❖ Provide support for the Board of Directors and Executive Committee and assist as requested in developing board meeting agendas and implementing board-related work.

**Public Relations and Communications:** Increasingly expand MRG's statewide visibility in a way that builds support for MRG and grassroots social justice groups.

- ❖ Oversee the development and implementation of strategic and annual PR and communications plans.
- ❖ Serve as the primary spokesperson for MRG.
- ❖ Participate in community events that strategically increase MRG's visibility among current and potential donors, funders, and partners.
- ❖ Partner with staff to identify and plan influential public speaking opportunities for the MRG ED, staff, and volunteers.
- ❖ Actively engage in online communications, blogging, and social networking. Assist in providing content for social media, print materials, fundraising appeals, events, and public speaking.
- ❖ Partner with staff to develop community engagement opportunities such as political briefings and critical community conversations.

## Qualifications

### Required

- ❖ Passion for and commitment to MRG's mission, social and racial justice, and equity
- ❖ Social and racial justice experience
- ❖ Individual donor fundraising experience (or equivalent)
- ❖ Three years of supervisory experience
- ❖ Nonprofit management experience
- ❖ Collaboration experience
- ❖ Ability to lead ongoing equity and inclusion work internally and in the community
- ❖ Strong strategic thinking, planning, and implementation skills
- ❖ Integrity, flexibility, maturity, and professionalism

### Strongly Preferred

- ❖ Five years of supervisory experience
- ❖ Community organizing experience
- ❖ Grassroots advocacy experience
- ❖ Grantmaking experience
- ❖ Experience serving on and/or working with a nonprofit board of directors
- ❖ Life experience related to social justice issues in Oregon
- ❖ A network of positive relationships in Oregon's social and racial justice, philanthropic, and political sectors

### Preferred

- ❖ Experience building and cultivating partnerships
- ❖ Experience with a wide range of communications practices, preferably including print and digital publications, social media, public relations, and public affairs
- ❖ Expertise in the development and implementation of integrated communications campaigns to support long- and short-term goals and outcomes
- ❖ Proficiency in Spanish, Vietnamese, or a language spoken by a major immigrant population in Oregon
- ❖ Experience working in popular education or a grassroots campaign environment