



Job Title: Executive Director, Women In Government

Women In Government (WIG) seeks a strong, visionary Executive Director to lead a vibrant and growing national association of women state legislators. Working with the organization's Board of Directors and Business Council, the Executive Director will champion non-partisan civil dialogue, engage diverse stakeholders, and foster participation and continued growth for the organization and its members.

Mission Statement: To empower and mobilize women state legislators to drive sound public policy.

Overview of Position: The Executive Director reports to the Board of Directors and is responsible for driving the organization's achievement of its mission and financial objectives.

Location: Based in the Washington, DC WIG office.

Overall Responsibilities:

1. Develop and execute short- and long-range strategies which achieve the organization's mission and make consistent and timely progress toward strategic goals.
2. Establish organization and financial objectives with the Board of Directors, and execute plans and policies as authorized by the Board.
3. Directly engage in the development of programs and expert forums, leadership opportunities, and educational resources to address and resolve complex public policy issues.
4. Promote active participation of women legislators, Business Council members, sponsors, contributors, consultants, and other volunteers in the organization's mission and strive for political, racial and generational diversity of all stakeholders.
5. Maintain official records and documents to ensure compliance with federal, state, and local regulations related to non-profits. The Executive Director is responsible for all reports required by funding sources or the Board of Directors.
6. Maintain a working knowledge of significant developments and trends in policy areas important to women legislators.
7. Appropriately delegate duties, responsibilities, and authority to carry out functions within the parameters set by the Board of Directors, and the policies required as an affiliate of The Council of State Governments (CSG).
8. Perform other duties as directed by the Board of Directors.

In budget and finance, the Executive Director will:

1. Develop and maintain sound financial practices and a diverse funding base to ensure the ongoing financial health of the organization. Cultivate corporate and foundation giving and enhance the individual donor base.
2. Prepare an annual budget in concert with CSG Finance and the Board of Directors to ensure the organization operates within the budget guidelines.

In communications, the Executive Director will:

1. Keep the Board of Directors fully informed on the state of affairs of the organization and factors influencing it including but not limited to financial reports, development, outreach, and communications.
2. Regularly share relevant information with the Business Council.
3. Seek feedback on initiatives from the Board of Directors and the Business Council.
4. Establish strong working relationships and cooperative arrangements with sponsors and contributors.
5. Maintain ongoing engagement and represent the mission, vision, and values of the organization with a diverse group of relevant and key stakeholders.
6. Promote the programs and expert forums, leadership opportunities, and educational resources virtually and via e-communications and social media.

In relation to personnel, the Executive Director will:

1. Be responsible for the recruitment, employment (including compensation decisions), and release of all personnel (both staff and volunteers) in a manner consistent with CSG Human Resources policies.
2. Develop and maintain personnel job descriptions, hold regular performance evaluations, and follow established human resource practices.
3. Develop an effective management strategy that allows for staff advancement and plans for continuation of operations with any staff turnover.
4. Foster an environment of continuing education and development for staff and volunteers.
5. Promote a climate that attracts, maintains, and motivates diverse personnel.

Professional Qualifications:

1. Completion of a bachelor's or higher degree.
2. Minimum of three years of non-profit management experience.
3. Hands-on budget management skills, including budget preparation, decision making and reporting.
4. Strong organizational abilities including prioritizing, planning, delegating, program development, and personnel management.
5. Strong fundraising skills and experience with donor relations unique to the non-profit sector.
6. Strong written, verbal, and virtual communications skills.
7. Demonstrated ability to oversee, motivate and collaborate with staff and volunteers.
8. Relevant legislative experience preferred.
9. Familiarity with non-partisan national women's political leadership organizations preferred.

Terms of Employment:

1. Based in the Washington, DC WIG office.
2. Salary dependent on experience and education.
3. Competitive benefits including healthcare, retirement, and paid time off.

Applications:

Apply online (<https://csg.applicantpro.com/jobs/1771827.html>) by May 14, 2021.