

Job Announcement

Executive Director of Mobilizing Community, The Contingent

Organization Description:

The Contingent is a 501 (c) (3) venture non-profit focused on sparking and holding initiatives to empower leaders and mobilize community for the common good. Since inception, The Contingent has centered the perspectives, skills and needs of people of color and low-income Oregonians to challenge the status quo and transform our communities: from the four corners of the block to the four corners of Oregon. We ask hard questions. We take risks, and we link arms with our neighbors, including business partners, faith communities, and government agencies.

Organizationally, The Contingent is divided into four primary divisions: Empowering Leaders, Mobilizing Community, Productivity, and the Action Lab.

Overview of Mobilizing Community Division:

The position detailed below leads the Mobilizing Community Division, which holds initiatives that work to engage community members with those served by Oregon's government agencies. To date, these initiatives include Every Child (www.everychildoregon.org) and Know Me Now (www.knowmenow.org).

Every Child Oregon is a statewide initiative focused on inviting community members into providing tangible and systemic supports for those impacted by foster care. Built as a federated model, the Every Child statewide service center—managed through The Contingent—has expanded Every Child across Oregon through empowerment of local leaders, providing technical assistance, consulting, technology and marketing innovations, data management, training, and support for affiliate organizations. Additionally, Every Child Oregon leads the state-level government relationships, fundraising, strategic trajectory, and crisis management associated with the effort statewide.

Know Me Now is a Portland-area initiative focused on mobilizing the community to help improve relational connections between children and their incarcerated parent—both while the parent is in prison and upon return to the community. Know Me Now, which launched in January 2020, provides virtual visitation for kids connected to child welfare, mentorship for kids who need one, and wraparound support for parents returning to the community. This effort—still in its pilot phase—will be evaluated in July 2022 for continuation.

From mentoring to mobilizing volunteers to restructuring systems that work for some at the cost of others, we prioritize uplifting and empowering leaders to transform their communities. For more information about the initiatives of The Contingent, please visit www.thecontingent.org.

Position Summary:

The Contingent (TC) is seeking a talented individual who will provide executive leadership over the Mobilizing Community team, while providing overseeing leadership for Every Child Oregon and Know Me Now. The Contingent

(and Every Child) is poised for accelerated growth fueled by intense interest across private, public, and philanthropic sectors desiring creative community-based solutions to complex issues. This role has both operation and strategic components as The Contingent invests in growing Every Child. We seek a leader who sees the power behind community activated to care for one another.

This role will lead the strategic direction, revenue development, external relations, government relations, and crisis management for the Mobilizing Community Division. This individual will work closely with TC's Director of Data and Evaluation, Director of Marketing, Director of UX, and Director of Technology—all leaders in the Productivity division—to inform field work and work towards initiative outcomes together.

The Executive Director of Mobilizing Community will oversee a team of 14, including the direct management of the leadership teams of Every Child and Know Me Now. Every Child PDX falls under the supervision of Every Child Oregon, as an Every Child affiliate. The Executive Director of Mobilizing Community is part of The Contingent's Executive Team, making organization-wide decisions and forming the direction of the organization overall.

This role leads revenue development and communications/brand management for Every Child and Know Me Now. A successful Executive Director will provide both strategy development and successful implementation of all fundraising, grant, and partner stewardship efforts. This will be coupled with existing communication and brand management plans that increase the brand and visibility of Every Child and Know Me Now in the community. This Executive Director oversees the communication and partnership team, and reports to the CEO of The Contingent. .

Duties & Responsibilities:

Leadership

- As the leader of the Mobilizing Community leadership team, shares responsibility for making recommendations and approving decisions to support the division's overall mission and goals.
- Work collaboratively with the Executive Director of Empowering Leaders, Executive Director of Strategic Growth, and CEO to elevate leadership and participation from The Board of Directors and community partners to substantially grow Every Child by 58% by the end of 2023.
- Build Know Me Now into sustainability.
- Provide crisis management support for Every Child Oregon and Know Me Now leadership teams, as needed.
- Manage Every Child and Know Me Now teams, including four direct reports: Co-Managing Directors of Every Child, Director of Program Administration for Know Me Now, Director of Community Engagement for Know Me Now.

Strategy

- Lead Every Child Oregon into next epoch of work, including enhanced support for affiliate organizations, growth of new initiatives, meaningful supports for foster (resource) families, scalable interventions for youth and families impacted by child welfare, etc.
- Evaluate efficacy of Know Me Now, structuring program for sustainability by Summer 2022.
- Regularly evaluate program effectiveness and scalability, making adjustments as needed.

- Work with CEO to build political will for Every Child Oregon and Know Me Now within Oregon Department of Human Services, Oregon Department of Corrections, Governor's Office, State Legislature, etc.
- Work with Director of Technology, Director of User Experience, Director of Marketing, and Director of Data and Evaluation to align technical and operational strategies with goals for Mobilizing Community division
- Work with Executive Director of Strategic Growth to evaluate and prepare the Every Child model for possible national expansion.

Communications

- Collaborate with the Mobilizing Community team to develop and implement communication and engagement plan strategies by leveraging the strengths of the team with the ultimate goal of strengthening the Every Child and Know Me Now brands and heightening the engagement value and visibility of the initiatives in the community
- Increase revenue and brand impact by developing and successfully executing annual revenue development and marketing/communications plans positioning Every Child and Know Me Now in an increasingly competitive environment for resources and social capital
- Lead communications strategy for EC constituents—volunteers, foster (resource families), youth, families of origin, ODHS staff—across Oregon in partnership with Every Child Oregon leadership team

Partnership

- Increase collaboration with leaders from Communities of Color in Oregon
- Develop and implement strategy for increased business partnership engagement serving Every Child Oregon across the state
- Lead creation and distribution of communication targeted to business partners
- Lead collaborative partnership with nonprofit organizations working in child welfare space across Oregon, including hosting gathering for leaders across Oregon
- Manage relationships, expectations, collaboration, and Memorandums of Understanding with nonprofit organizations connected to Every Child Oregon and Know Me Now
- Develop partnerships to mobilize faith communities to engage with ODHS and ODOC

Fundraising

- Provide strategic engagement and communications support, alongside The Contingent's executive team, to expand and deepen the donor base, as well as ensure long-term support from diverse and balanced revenue sources
- Lead strategy for fundraising for Mobilizing Community division, including fundraising events, private donors, business partners, and grants; resulting in an annual budget of \$5 million for Every Child Oregon and \$2 million for Know Me Now by the end of 2023.
- Manage portfolio of private donor and grant funder relationships.
- Work with contracted event planner for execution of fundraising events for Every Child and Know Me Now
- Work with contracted grant writer on Mobilizing Community grant applications, relationships, and reporting
- Other duties as assigned by supervisor

Knowledge, Skills, and Abilities:

- Experience in successfully working with a diverse group of constituents utilizing multi-cultural intelligence, intentional listening, and appreciation and respect.
- Results-oriented and proven fundraising success with an ability to provide continuous improvement in organization's fundraising infrastructure
- Demonstrated ability in providing strategic oversight for the implementation of signature events.
- A willingness to be "hands-on" and work in a lean, fast-paced organization with limited administrative support.
- Effective communicator with strong writing and phone skills
- Possess cultural and emotional intelligence and an ability to work with a diverse group of constituents.
- Effective project manager with a focus on being self-directed and goal-oriented, proactively collaborating externally and internally.
- Working knowledge of donor database, programs and grant procurement processes.
- Proven track record in leading staff teams including coaching and motivating teams to be successful and achieve their role expectations and goals.
- Proficient in Microsoft Office applications (Word, Excel, PowerPoint, Outlook)

Personal Qualifications:

- Commitment to the mission of The Contingent, including Every Child and Know Me Now
- Relates well and works effectively with diverse groups of people who represent the range of ethnic, cultural and socio-economic backgrounds throughout Oregon
- Ability to articulate a position on the importance of the faith community engaging vulnerable children, youth and families
- Demonstrated commitment to serving under-represented kids, youth and families and those in government who work with them
- Demonstrated commitment to increasing the diversity of leadership around the state of Oregon
- Bachelor's degree required; Master's preferred
- Minimum of five years of a proven track record in revenue development, relationship management and brand marketing including at least three years in a staff and/or board leadership role in education, nonprofit or related sectors
- Minimum of five years' experience in the following areas: 1) writing large scale multi-year funding proposals and demonstrated ability in effectively managing grants and grantor relationships; 2) supervisory role with a successful track record in developing and coaching a team; and 3) implementing donor solicitation and prospecting strategies; and 4) has been a member of collaborative non-hierarchical executive management team responsible for making organizational decisions.
- Must have a valid driver's license, and legally able to work in the United States

Employment Terms, Accountability, and Compensation:

- Full-time position
- Competitive salary, commensurate with prior experience

- Work with local and state-wide team of other passionate professionals committed to improving outcomes for children, youth and families
- Comprehensive benefits including premium medical, vision, and dental insurance (covered fully for employee), matching retirement plan, generous paid holiday, vacation, sick, personal and parental leave; flexible work environment

Anticipated Start Date:

November 1, 2021

Application Procedure:

Applicants must submit a letter of interest and a resume that includes name, positions, email addresses and phone numbers of three references that may be contacted. Screening of applicant materials will begin immediately, and applications will be accepted until the position is filled.

Application materials should be emailed to hire@thecontingent.org.

All employment at The Contingent is “at will” and may be terminated by either the employee or the employer at any time for any reason, with or without cause, with or without prior notice or warning. Equal employment opportunity and having a diverse staff are fundamental principles of The Contingent. Upon hire, the employee agrees to undergo a 90-day probationary period, which provides additional structure, scheduled check in meetings and opportunities to receive and give feedback to and from the employer.