

## **Job Announcement**

### **Executive Director of Mobilizing Community**

#### **Organization Description:**

The Contingent empowers leaders and mobilizes community for the common good.

We are a 501(c)(3) venture nonprofit that is actively addressing many of the largest injustices and vulnerabilities facing Oregonians today. At a time when the status quo is a divided society, we take the lead to bridge that divide. We ask hard questions. We take risks. We link arms with our neighbors, including business partners, nonprofits, foundations, faith communities, and government agencies to spark and drive action. From mentoring to mobilizing volunteers to restructuring systems that have worked for some at the cost of others, we prioritize uplifting and empowering leaders to transform their communities.

We organize for action across four divisions:

[Mobilizing Community](#) – Key initiatives that convene community resources with government agencies to support children, youth, and families statewide.

[Empowering Leaders](#) – Key initiatives that empower leaders to increase social mobility in communities of color and rural communities.

[The Action Lab](#) – An incubation team nurturing and demonstrating the impact of our next generations of initiatives.

[Productivity Zone](#) – The critical functions that power the success of The Contingent and our initiatives, such as Marketing, UX, Technology, and Data & Evaluation.

#### **Overview of Mobilizing Community:**

The Mobilizing Community Division leads key initiatives that take action to engage community members with those served by Oregon's government agencies. Our unique approach enables and magnifies the work of thousands of passionate individuals focused on under-represented kids, youth, and families in Oregon, creating real and unprecedented successes.

A primary example of these initiatives is [Every Child Oregon](#). An established statewide initiative with proven results, it is focused on engaging community members to provide tangible and systemic supports for those impacted by foster care. 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. Every Child is committed to community-centric approaches to systemic, sustainable change in Oregon. Our four pillars are: storytelling (reshaping the narrative around foster care), empowering volunteers, raising up new foster parents, and providing relational, community, and tangible support to families. [My NeighborOR](#) is the most recent program launched through Every Child, displaying the team's resiliency, radical hospitality, and innovation amidst the pandemic.

## Position Summary:

The Contingent is seeking an inspiring leader who sees the power behind communities activated to care for one another. The candidate who will thrive in this role is a connector and strategic enabler. As Executive Director, they will provide executive leadership over the Mobilizing Community team, with management oversight and advocacy for Every Child Oregon and future Oregon-focused initiatives within The Contingent. The ED for Mobilizing Community will lead strategic direction, revenue development, stakeholder engagement, communications/ brand management, external relations, government relations, and crisis management for the Mobilizing Community Division.

## Key Relationships:

### Reports To

- The CEO, as a member of the Executive Leadership Team

### Direct Reports

- Co-Managing Directors of Every Child
- Directors of future initiatives (piloted through The Action Lab and approved by our Board for expansion across Oregon)

### Other Key Relationships and Partnerships

- An engaged Board of Directors
- Executive Director of Strategic Growth
- Productivity Directors for organization-wide collaboration, support, and continuous improvement
- A wide spectrum of external partner relationships, including governmental organizations, nonprofits, community partners, funders, donors, legislative or policy, and communities served
- Numerous funding relationships across governmental bodies, individual donors, and a variety of mission-led philanthropic and nonprofit organizations

## Primary Responsibilities:

### Strategic Leadership

- As part of the Executive Team, collaborate on strategic planning, innovative decision-making, and guidance of organization-wide internal efforts.
- Collaboratively create division-level vision and overall growth strategies for initiatives, including:
  - o Working with Senior Directors to scale and expand the broadly impactful Every Child Oregon initiative from affiliates in 24 counties to all 36 counties statewide
  - o Guiding piloted and approved future initiatives to sustainability and scalability
- Establish sustainable and scalable affiliate, partner, and community engagement strategies to support initiative growth, including enhanced support, new initiatives, meaningful supports for foster families, interventions for youth and families impacted by foster care, etc.
- Develop the vision and strategy for an effective state legislative and policy advocacy approach.
- Consult with Executive Director of Strategic Growth as she prepares the Every Child model for potential national expansion.

## Partnership and Advocacy

- Lead the implementation of affiliate, partner, and community engagement strategies with particular focus on:
  - o Collaboration with leaders from communities of color, as well as rural communities, across Oregon
  - o Business partnership engagement
  - o Collaborative partnerships with nonprofits invested in those impacted by foster care across Oregon
  - o Relationships and collaboration with The Contingent affiliates
  - o Partnerships to mobilize faith communities to engage with ODHS and ODOC
- Lead the implementation of the state legislative and policy advocacy approach, teaming with the CEO to build political will for Every Child Oregon and future initiatives within Oregon Department of Human Services, Oregon Department of Corrections, Governor's Office, State Legislature, etc.

## Fundraising

- Collaborate with CEO and Executive Team to expand donor base and ensure diverse, balanced revenue sources across The Contingent.
- Work collaboratively with the CEO and Executive Leadership team to substantially grow Mobilizing Community revenue from \$2.5M to \$5M by 2025 via regular fundraising events, private donors, business partners, and grants:
  - o Elevating leadership and participation from the Board of Directors and community partners
  - o Managing a portfolio of private donor and grant funder relationships
  - o Leveraging contracted event planning and grant writing resources

## Operational/Team Leadership

- Translate organizational vision and strategies for tactical success across team members and affiliates, including The Contingent's commitment to equity.
- Create collaborative spaces with co-leaders to cast a cohesive vision across current and future initiatives.
- Collaboratively lead and support an engaged team of 10 passionate professionals, leveraging expertise and inspiring growth of individuals as well as initiatives.
- Provide county-specific crisis management support for Every Child Oregon and future initiatives' leadership teams, as needed.
- Guide and support regular evaluation of initiatives' impact, effectiveness, and scalability; create a culture of continuous improvement.

## Minimum Qualifications:

These capabilities and characteristics are considered critical for this role:

- Commitment to the mission of The Contingent and serving under-represented kids, youth, and families, and those in government who work with them.
- Ability to relate well and work effectively with diverse groups of stakeholders who represent the range of ethnic, cultural, and socio-economic backgrounds throughout Oregon, utilizing multi-cultural intelligence, intentional listening, appreciation, and respect.
- Emotionally intelligent and strategic communication, mediation, and facilitation skills, with the ability to anticipate issues and have tough, values-based conversations.
- Lived and/or professional experience engaging with communities of color and the rural-urban divide, in co-creating successful programs, policies, and/or partnerships.
- Experience in a board leadership and/or staff leadership role in education, nonprofit or related sectors, with a successful track record in developing and coaching a team.
- A proven track record in revenue development, relationship management, and/or brand marketing, including implementing donor solicitation and prospecting strategies, writing large-scale multi-year funding proposals, and effectively managing grants and grantor relationships.
- Bachelor's degree or equivalent professional experience. Master's degree preferred.
- A valid driver's license and availability for ad hoc travel to all 36 counties in Oregon.
- The ability to legally work the United States without sponsorship.

## Additional Knowledge, Skills, and Abilities for Success:

The successful Executive Director will also have:

- Experience as a member of collaborative non-hierarchical executive management team responsible for making organizational decisions.
- Strategic project leadership and management skills with a focus on being self-directed and goal-oriented, proactively collaborating externally and internally.
- The agility and willingness to be both strategic and "hands-on" and work in a lean, fast-paced organization with limited administrative support.
- Results-oriented and proven fundraising success with an ability to provide continuous improvement in an organization's fundraising infrastructure.
- Comfort level with tools and technology to support measuring impact and monitoring progress.
- The ability to inspire and support teams, maintaining meaningful connections to the mission and continuing to 'see faces' served by this important work.
- Commitment to increasing the diversity of child welfare leadership around the state of Oregon.
- The ability to articulate a position on the importance of the faith community engaging vulnerable children, youth, and families.
- Demonstrated ability in providing strategic oversight for event planning and implementation.
- A working knowledge of donor database programs and grant procurement processes.
- Proficiency in Microsoft Office applications (Word, Excel, PowerPoint, Outlook).

### Benefits and Compensation:

- Full-time position with annual compensation of \$100,000-125,000, commensurate with experience.
- Comprehensive benefits including premium medical, vision, and dental insurance (covered fully for employee + 80% for dependents), retirement plan with matching, and generous paid holiday, vacation, sick, personal, and parental leave.
- Flexible work hours and location. This role will require ad hoc travel across Oregon and a regular presence at The Contingent's Headquarters in Portland.
- An unparalleled opportunity to work with local and state-wide team of other passionate professionals committed to improving outcomes for children, youth, and families.

### Application Procedure:

Please submit your resume via email to [hire@thecontingent.org](mailto:hire@thecontingent.org). A cover letter is preferred but not required to apply. **Application closes end of day Friday, May 20, 2022.**

For more information about the initiatives of The Contingent, please visit [www.thecontingent.org](http://www.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.*