

Job Announcement

Executive Director of The Contingent Arkansas, Branch Office

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 our inception we have centered the perspectives, skills and needs of communities 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 – and soon, the four corners of our country. We ask hard questions. We take risks. And we link arms with our neighbors, including business partners, faith communities*, and government agencies.

The position detailed supports The Contingent's initiatives, including Every Child Oregon (www.everychildoregon.org), Emerging Leaders (www.emergingleaderspdx.org), and SINE (www.sine.org).

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

**If interested candidates would like to learn more about The Contingent's work with faith communities and how this external work is reflected in our internal rhythms, we would value the opportunity to share more! Please contact The Contingent's ED of Organizational Development, Kelly Bartz k.bartz@thecontingent.org for additional information.*

Opportunity Summary:

The Contingent (TC) is seeking a talented individual who will provide executive leadership over The Contingent's first branch office in Arkansas, which will launch with Every Child Arkansas, and grow to hold initiatives that both engage community and empower leaders across the state. The Contingent 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 operational, strategic, and fundraising components as The Contingent invests in growing in Arkansas. 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 Contingent Arkansas, including the Every Child Arkansas initiative. This individual will work closely with TC's Chief Operating Officer and Executive Director of Strategic Growth to inform field work and work towards Every Child initiative (initially) outcomes together.

The Executive Director of The Contingent Arkansas will build their own team, to include CX and social media roles, to start, including the coordination and leadership of a team of 3-4 Every Child Arkansas Liaisons housed at other organizations – including The Contingent's backbone organization, Restore Hope.

This role leads revenue development for Arkansas initiatives. A successful Executive Director will provide both strategy development and successful implementation of all fundraising, grant, and partner stewardship efforts, in partnership with The Contingent Headquarters' Director of Generosity and Investment. This Executive Director will work closely with the Executive Director of Organizational Development,

Director of Technology, Director of Marketing, Director of Data, Research, and Evaluation for Every Child Arkansas grant agreement deliverables and report to the COO of The Contingent.

About Every Child Arkansas:

Launching Oregon's Every Child model in Arkansas focuses on both an innovative, statewide Air Game—combining marketing, technology, customer experience, data, and evaluation—and a robust, grassroots, coordinated Ground Game—coordinating a localized, regional continuum of engagement for individuals, churches, businesses, and civic groups to bring what they can to the table to serve kids and families. An overview of Every Child's work in Oregon can be found here: www.everychildoregon.org.

Every Child Arkansas is a statewide initiative focused on inviting community members into providing tangible and systemic support for those impacted by foster care. The Contingent is leading the Air Game, vis-à-vis a grant agreement with Arkansas's Division of Children and Family Services (DCFS), and providing technical assistance and consulting to the Ground Game, which is being led through Restore Hope (backbone organization) and the Every Child Arkansas Executive Council. This role will have a leadership role on the Council and provide the leadership needed to increase the number of foster families in Arkansas (working with other staff hired to act as liaisons that are housed at other organizations). The Executive Director will work to empower local leaders, build pathways for all Arkansans to engage with TC initiatives, ensure the efficacy of the Every Child model, convene stakeholders across sectors within the community, and work with TC Headquarters to deliver on obligations in Arkansas around foster families. Additionally, the Executive Director of The Contingent Arkansas leads the state-level government relationships, fundraising, strategic trajectory, and crisis management associated with the effort statewide.

The Executive Director of The Contingent Arkansas' portfolio will lead The Contingent's first branch office, initially focusing on Every Child Arkansas as its first initiative, with opportunities to launch new initiatives in 2024 and beyond.

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.

Duties & Responsibilities:

Leadership

- As the leader of The Contingent Arkansas, share responsibility for leading strategy in Arkansas to align with The Contingent's overall mission and goals
- Work collaboratively with The Contingent's Executive Team—CEO, COO, Chief of Culture, Executive Director of Organizational Development, Executive Director of Strategic Growth, and Executive Director of Mobilizing Community, Oregon to strengthen The Contingent
- Build The Contingent Arkansas into sustainability, over three years (investment from TC HQ will launch TC AR and decrease over three years)
- Provide crisis management support for Every Child Arkansas, as needed.
- Manage staff teams, including 2023 hires for TC AR
- Working as a strategic leader for the Every Child Arkansas Implementation team of 3-4 Every Child Arkansas liaisons stationed at other organizations.

Strategy

- Lead Every Child Arkansas (ECA), including enhanced support for ECA Network organizations, deployment of Air Game in Arkansas, and strategy for effectiveness of the effort, including but not limited to, an increase in foster (resource) families, meaningful supports for foster (resource) families, engagement opportunities for community, and scalable interventions for youth and families impacted by child welfare, etc.
- Regularly evaluate organizational effectiveness, program success metrics, and scalability possibilities, adjusting as needed
- Work with CEO to build political will for Every Child Arkansas and The Contingent within Arkansas Department of Human Services, Governor's Office, State Legislature, etc.
- Work with Director of Technology, Director of Community Experience, Director of Marketing, and Director of Data and Evaluation to align technical and operational strategies with goals for The Contingent Arkansas

Communications

- Collaborate with the Marketing and Communications team to develop and implement communication and engagement plan strategies for The Contingent Arkansas and Every Child Arkansas brands, 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 positioning The Contingent Arkansas and Every Child Arkansas in an increasingly competitive environment for resources and social capital
- Lead communications strategy for The Contingent Arkansas constituents—volunteers, foster (resource families), youth, families of origin, DCFS staff—across Arkansas

Partnership

- Build collaboration with leaders from Communities of Color in Arkansas
- Develop and implement strategy for business partnership engagement 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 Arkansas
- Manage relationships, expectations, collaboration, and Memorandums of Understanding with nonprofit organizations connected to Every Child Arkansas and future initiatives
- Develop partnerships to mobilize faith communities to engage with DCFS

Fundraising

- Lead the building and continual expansion of Arkansas donor base, ensuring long-term support from diverse and balanced revenue sources
- Lead strategy for fundraising for The Contingent Arkansas, including fundraising events, private donors, business partners, and grants; resulting in an annual budget of ~\$1 million by end of 2025.
- Manage portfolio of private donor and grant funder relationships
- Work with contracted grant writer on The Contingent Arkansas grant applications, relationships, and reporting
- Other duties as assigned by supervisor

Success Metrics:

- This role is a new position. As such, the following success metrics will be used to evaluate the success of the Executive Director of Mobilizing Community
- Increase in foster family leads for licensing in Arkansas, resulting in 800 new certified foster families by end of 2025
- Partnerships with The Contingent, Arkansas (for the growth of the Every Child Arkansas movement) established with leaders from communities of color
- Successful collective impact effort that brings together foster organizations, ministries, and businesses across Arkansas
- Financial sustainability for The Contingent's Arkansas branch through this leader's fundraising efforts by 2025

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) launching, growing, and sustaining multi-faceted program, business, or organization with success in leadership at different phases;

2) building financial sustainability for an organization through investors, donors, and/or philanthropy; including effective solicitation and prospecting strategies; 2) supervisory role with a successful track record in developing and coaching a team; and 3) and 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 (\$65K to 85K) depending on 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 and majority for spouse and/or dependents), matching retirement plan, generous paid holiday, vacation, sick, personal, and parental leave; flexible work environment
- The Contingent is in a position to model other-centered love in action. This is our primary driver. We accept our leadership responsibility to one another and to the people we partner with in this work. As of October 1, 2021, The Contingent requires all employees to be fully vaccinated
- Core hours for this position are 9am-3pm PST; 11am – 5pm GMT to enable collaboration with all team members across multiple time zones
- The Executive Director role is a hybrid position that will require time “in the office” and time in the community. It is expected that this person is reachable during core hours, and in the office at least 40% of the time to build rapport and relationship with team members

Anticipated Start Date:

October 31, 2022

Application Procedure:

Those interested in this position must submit the following:

1. Letter of interest
2. Resume
3. Three references including:
 - First and last name
 - Role
 - A brief description of their relationship with you
 - Contact information (email + phone number where they may be reached)

Application closes on Sunday, October 16 at 11:59pm Pacific Time.

Application materials should be emailed with a subject line containing **Executive Director The Contingent Arkansas** sent to hiring@thecontingent.org and cc the Hiring Lead for this position, Brooke Gray (b.gray@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.

"Don't meet every single requirement? Studies have shown that women and people of color are less likely to apply to jobs unless they meet every single qualification. At The Contingent we are dedicated to building a diverse, inclusive, and authentic workplace, so if you're excited about this role but your experience doesn't align perfectly with every qualification in the job description, we encourage you to apply anyways. You may be just the right candidate for this or other roles."

Equal Opportunity Employer