

The Contingent Job Announcement

Position: Executive Director of The Contingent Indiana, Branch Office

Division: Mobilizing Community

Initiative: Every Child Indiana

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 community members to challenge the status quo and transform our communities. We ask hard questions. We take risks, and we link arms with our neighbors, including business partners, faith communities, and government agencies. In 2022, The Contingent's Board decided to pursue sharing the ethos and its programs outside of Oregon. In January 2023, The Contingent launched its first branch office in Arkansas, in tandem with the launch of Every Child Arkansas. In September 2023, The Contingent will officially launch its second branch office in Indiana.

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 branch office in Indiana, which will launch with Every Child Indiana, 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 and strategic components as The Contingent invests in growing in Indiana. We seek a leader who sees the power behind community activated to care for one another.

This role will lead strategic direction, program growth, revenue development, external relations, government relations, and crisis management for The Contingent Indiana, starting with the Every Child Indiana initiative. This individual will work closely with TC's Chief Operating Officer (COO) and

Executive Director of National Expansion to inform field work and work towards Every Child initiative (initially) outcomes together.

This role leads revenue development for Indiana 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' Senior 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 Indiana grant agreement deliverables and reports to the COO of The Contingent.

About Every Child Indiana:

Launching The Contingent's Every Child model in Indiana 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 Indiana is a statewide initiative focused on inviting community members into providing tangible and systemic supports for those impacted by foster care. The Contingent is leading the Air Game, vis-à-vis a grant agreement with Indiana's Department of Child Services (DCS) and will provide technical assistance and consulting to a network of nonprofits across Indiana (i.e. Ground Game), which is being led through Hands of Hope (backbone organization) and the Every Child Indiana Executive Council. This role will have a seat on the Every Child Indiana Executive Council and provide the leadership needed to increase the number of foster families in Indiana (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 Hoosiers 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 Indiana around foster families. Additionally, the Executive Director of The Contingent Indiana leads the state-level government relationships, fundraising, strategic trajectory, and crisis management associated with the effort statewide.

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

- Lead The Contingent Indiana and share responsibility for leading strategy in Indiana to align with The Contingent's overall mission and goals.
- Participate on The Contingent's national Executive Team

- Work directly with the Executive Director of National Expansion to provide collaborative leadership of Every Child Indiana
- Build The Contingent Indiana into sustainability, over three years (investment from TC HQ will launch TC IN and decrease over three years).
- Provide crisis management support for Every Child Indiana, as needed.
- Manage staff teams, including 2023 hires for TC IN

Strategy

- Provide enhanced support for Every Child Indiana Network organization, deployment of Air Game in Indiana, 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, making adjustments as needed.
- Work with CEO to build political will for Every Child Indiana and The Contingent within Indiana Department of Human Services, Governor's Office, State Legislature, etc.
- Work with Executive Director of Technology, Executive Director of Research and Impact, Director of Community Experience, and Director of Marketing to align technical and operational strategies with goals for The Contingent Indiana

Communications

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

Partnership

- Ensure effective distribution of Air Game leads to partner organizations
- Build collaboration with leaders from Communities of Color in Indiana
- 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 Indiana
- Manage relationships, expectations, collaboration, and Memorandums of Understanding with nonprofit organizations connected to Every Child Indiana and future initiatives
- Develop partnerships to mobilize faith communities to engage with DCS

Fundraising

- Lead the building and continual expansion of Indiana donor base, ensuring long-term support from diverse and balanced revenue sources
- Lead strategy for fundraising for The Contingent Indiana, 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 Indiana grant applications, relationships, and reporting
- Other duties as assigned by supervisor

Knowledge, Skills, and Abilities:

- Bachelor's degree required; master's preferred
- 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.
- Experience in successfully working with a diverse group of constituents utilizing multi-cultural intelligence, intentional listening, and appreciation and respect.
- 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)
- Experience in Asana

Personal Qualifications:

- Commitment to the mission of The Contingent, including Every Child and Emerging Leaders
- Relates well and works effectively with diverse groups of people who represent the range of ethnic, cultural, and socio-economic backgrounds throughout Indiana
- 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 Indiana
- Work with local and state-wide team of other passionate professionals committed to improving outcomes for children, youth, and families
- 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:
- Launching, growing, and sustaining multi-faceted program, business, or organization with success in leadership at different phases;

- Building financial sustainability for an organization through investors, donors, and/or philanthropy; including effective solicitation and prospecting strategies;
- Supervisory role with a successful track record in developing and coaching a team; 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 (\$73,000 to \$98,000)
- 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
- The Contingent models 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 11-3 PST; 1pm – 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:

May 1, 2023

Application Procedure:

Those interested in this position must submit the following:

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

Screening of applicant materials will begin immediately, and applications will be accepted until the position is filled. Application materials should be emailed with a subject line containing “Executive Director The Contingent Indiana” sent to hiring@thecontingent.org.



*****"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 are excited about this role but your experience does not align perfectly with every qualification in the job description, we encourage you to apply anyway. You may be just the right candidate for this or other roles."***

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.

Equal Opportunity Employer