

The Contingent Job Announcement

Position: Executive Director of the Contingent, Tennessee Branch Office

Division: National Expansion

Initiative: Every Child

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 leveraged the perspectives, skills and needs of people of color and low-income Oregonians to challenge the status quo and positively transform our communities: from the four corners of the block now to the four corners of the United States. We ask hard questions. We take risks. And we link arms with our neighbors, including business partners, faith communities, and government agencies.

From mentoring, to mobilizing volunteers, to restructuring systems that have been designed to work for some at the expense of others, we prioritize empowering and mobilizing leaders to transform their communities. For more information about the initiatives of The Contingent, please visit www.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 Tennessee, which will launch with Every Child Tennessee, 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 Tennessee. 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 Tennessee, starting with the Every Child Tennessee 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 Tennessee 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 Tennessee grant agreement deliverables and reports to the COO of The Contingent.

Duties & Responsibilities:

Leadership

- Lead The Contingent Tennessee and share responsibility for leading strategy in Tennessee 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 Tennessee
- Build The Contingent Tennessee 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 Tennessee, as needed.
- Manage staff teams, including 2023 hires for TC Tennessee.

Strategy

- Provide enhanced support for Every Child Tennessee Network organization, deployment of Air Game in Tennessee, 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 Tennessee and The Contingent within Tennessee 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 Tennessee

Communications

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

Partnership

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

Fundraising

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

Education and Experience:

- 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 sectors
- At least three years in a staff and/or board leadership role in education, nonprofit or related
- 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.

Knowledge, Skills, and Abilities:

- Proven track record in leading staff teams including coaching and motivating teams to be successful and achieve their role expectations and goals.
- 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.
- Proficient in Microsoft Office applications (Word, Excel, PowerPoint, Outlook, SharePoint)
- Experience in Asana

Personal Qualifications:

- Commitment to the mission of The Contingent, including [Every Child](#) and [The Script](#)
- Relates well and works effectively with diverse groups of people who represent the range of ethnic, cultural, and socio-economic backgrounds throughout Tennessee
- 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 Tennessee
- Work with local and state-wide team of other passionate professionals committed to improving outcomes for children, youth, and families

- Passion for working in an entrepreneurial environment where constant innovation is expected (The Contingent implements agile methodology)

Employment Terms, Accountability, and Compensation:

- Full-time (40 hr.) exempt position, salary range \$90,000 to \$110,000 (total compensation \$99,000 – \$119,000) (doe)
- Comprehensive benefits including premium medical, vision, and dental insurance (covered 100% for employee and partially (80%) for spouse and/or dependents) generous paid holiday, vacation, sick, personal, and parental leave .
- This position is in Nashville, Tennessee
- The Contingent has a flexible work model that supports a blend of in-office, remote and on-the-go workers
- 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.
- We have team members located in multiple time zones. To facilitate collaboration, core hours for this position are 11am – 4pm CDT (9am – 2pm PST).
- 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 vaccinated
- Must have a valid driver’s license, and legally able to work in the United States

Anticipated Start Date:

November 15,2023

Screening of applicant materials will begin immediately, and applications will be accepted until the position is filled.

Application Procedure:

Those interested in this position must submit the following:

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

Application materials should be emailed with a subject line containing “ED Tennessee” sent to hire@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