

The New Majority NYC

Job Description: Executive Director

In 2021, 21 in '21 surpassed the goal of gender parity in the NYC Council with the HERstoric election of 31 women. For the first time, the NYC Council became majority women and a majority women of color. The New Majority NYC picks up where 21 in '21 left off: with a vision of sustained gender equity in New York City political leadership. We'll know we have achieved success when New York City maintains gender parity in elected offices for 20 years and beyond.

The New Majority NYC builds political power for all women. We achieve this by electing candidates running for office in New York City, identifying as women, and aligning with our values and bottom-line issues. Our diverse, inclusive, and active membership endorses and supports our candidates. The New Majority NYC operates as a 501c4 non profit organization for endorsement and electoral work and as a 501c3 non profit for capacity building and leadership development work.

About the Role

The Executive Director will support the organization's efforts to fulfill its mission. The Executive Director reports to the Board of Directors, and works directly with the Board's Executive Committee.

The Executive Director core responsibilities are:

- *Execution:* Serve as the strategist and tactical executive.
- *Management:* Manage and oversee organization with agreed upon strategic boundaries and in accordance with company values.
- *Political:*
 - Successfully execute the endorsement process for candidates, across City according to strategic boundaries, as one of the first in the City per cycle. Early endorsement is one of the organization's key tools to success.
 - Represent the organization within the political community, to stakeholders, and to the media.
- *People Management:* Manage and oversee work of all staff. Provide timely feedback to all staff. Recruit, interview, and hire staff and consultants according to mission and budget. Manage and execute internship programs, as key part of leadership development.
- *Finance:* Produce annual budget for Board approval. Manage expenses to budget. Report on revenue and expenses to Board. Work with bookkeeper to ensure books are accurate.
- *Fundraising:*
 - Responsible for fundraising to support the annual budget.
 - Responsible for supporting the board in achieving their fundraising goals.
 - Identifying, Applying for and managing Grants and relationships with funders
 - Identifying and maintaining relationships with Major Donors
 - Creating fundraising events to support the fundraising activities
- *Programming:* Creation of programs and their execution in support of mission for members and candidates/elected officials given realistic resources

- *Partnerships*: Establishing and maintaining partnerships with sister organizations, with other democracy and pipeline organizations
- *Media and Communications*: Create appropriate communications with stakeholders. Manage relationships with Comms vendor. Manage social media channels and presence. Grow social media presence to strengthen value for the endorsees.
- *Membership*:
 - Manage and grow membership base to agreed upon goals
- *Board*: Build relationships with Board Members and prospective board members, manage board growth.

Qualifications

- Passionate about gender equity in NYC government and the organization's mission.
- Evangelize the democratic systems that work to create authentic representation including Rank Choice Voting, term limits and public funds.
- Demonstrated track record with organizational baseline issues and values
- Understanding of local NYC elections and political landscape
- Proven track record of 10 years related experience in management
- Successful track record of fundraising for c3 and c4
- Excellent written and oral communications to represent the organization in person and writing
- Excellent project management and multitasking skills
- Ability to commit to the role through a complete election cycle.
- Optional: experience with Salesforce, Quickbooks, JointIt, DonorBox

The New Majority NYC seeks employees on an equal opportunity basis. We're committed to bringing on and retaining a diverse team. We believe everyone has the right to an environment free from discrimination as is consistent with our commitment to diversity, respect, and inclusion.

To apply for this position please submit a resume and cover letter to info@thenewmajoritynyc.org and put "ED Search" in the subject line. Thank you.