



## **Managing Director Job Announcement**

### **About She the People**

She the People was formed in March of 2018 with the mission of establishing a national network connecting women of color to transform our democracy. We are elevating and amplifying the voices and power of women of color as leaders, political strategists, organizers, and voters through an inclusive, multiracial coalition driving a new political and cultural era. She the People received broad national attention in April by holding the first-ever woman-of-color led and centered Presidential Forum. Over the next 18 months, the organization has an ambitious set of goals and plans leading to the Presidential election involving place-based and online communications and convenings that will set She the People up to become a go-to resource on the national stage.

### **About You**

You believe in elevating the political voice of women of color and have a keen gender and racial analysis. You are organized, energetic, proactive, flexible, and detail oriented. You thrive in a fast-paced environment and have experience in an entrepreneurial start-up led by a visionary founder. You possess a deep commitment to our vision of building love, justice, belonging, and democracy in the world. You have experience and knowledge of managing non-profit operations and welcome the opportunity to build up organizational infrastructure and develop a team. You have a positive, can-do attitude, are resourceful and are not afraid to roll up your sleeves to move the mission forward.

### **Job Summary**

The Managing Director is responsible for the day-to-day operations of She the People including building the organizational infrastructure. The position will also partner with the Founder and President to develop and implement the fund development plan. The Managing Director will be comfortable problem-solving and making sound decisions in order to support the rapid growth necessary to achieve She the People's goals leading up to the 2020 election. This is a unique opportunity for an organizational leader to build up a team and high impact organization under the direct management of the Founder and President, Aimee Allison.

### **Responsibilities**

The Managing Director will partner with the Founder and President on essential internal leadership activities and represent the organization as needed externally for She the People. These activities include:

## Fund Development (35%)

- In partnership with Founder and President, develop and manage the organization's development plan
- Manage and grow She the People's major gifts and donor strategies including moves management and stewardship
- Develop and manage relationships with foundation partners
- Oversee grants administration including reporting
- Manage and mentor the Development Coordinator to support development goals and to ensure effective donor tracking (Salesforce), acknowledgment systems and mailing list management
- Be a champion for the organization and promote the brand internally and externally

## Project Management (35%)

- Translate and oversee multi-faceted projects and events into timelines, deliverables, and assignment
- Coordinate and manage partnerships with diverse stakeholders including political organizations, advocacy groups, community-based organizations and more

## Financial Management & Operations (20%)

- Oversee fiscal sponsor relationship; review financial reports developed by the fiscal sponsor and develop and manage cash flow projections
- Manage organizational reporting and monitoring
- Upgrade and implement an appropriate system of policies and internal systems
- Oversee administrative functions to ensure staff have smooth daily operations
- Direct and administer all financial planning and business policies, and assure organizational efficiency and appropriate resource allocation
- Oversee staff and consultants in the billing and accounting process
- Coordinate the annual budget planning process and oversee long-term budgeting
- Oversee risk management and legal activities: letters of agreement, contracts, leases, insurance and other legal documents and agreements

## Human Resources & Team Development (10%)

Provide input and guidance to staff in the role of Managing Director including:

- Cultivating the values and culture of She the People throughout the organization
- Oversight of recruitment, hiring, compensation and performance management (including performance review process)
- Benefits administration and oversight
- New employee onboarding and professional development
- Regulatory oversight and legal compliance

## Qualifications

- Master's Degree in relevant topic preferred, Bachelors required
- Strong operational experience: Ideally has worked in a senior management role for 5+ years in a complex, socially responsible nonprofit organization
- Strong financial management background
- Experience in project development, personnel management, and human resources
- Demonstrable evidence of strong written and oral communications skills
- Superior management skills, ability to influence and engage peers and other staff
- Excellent judgment and creative problem-solving skills
- Experience and comfort in a remote work environment
- Experience working within a political or policy organization a plus
- Strong interpersonal skills and ability to navigate nuanced relationships with executives, elected officials, community organizations and other stakeholders, treating all with respect and moving fluidly between different contexts

### **Physical Demands**

The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- Ability to sit at a computer monitor for extended periods of time
- Ability to lift up to 20 pounds occasionally

### **Compensation & Benefits**

She the People offers a competitive benefits and compensation package. The salary range for this position is \$85,000 to \$105,000 depending on qualifications.

### **Location**

San Francisco Bay Area preferred. Remote position.

### **To Apply**

Please email your cover letter and resume to [jobs@shethepeople.org](mailto:jobs@shethepeople.org). Please put “[Your Name] - Managing Director” in the email subject line. In your application, please indicate how you learned about the opening and provide three professional references (including a past supervisor).

*She the People, fiscally sponsored by PowerPAC.org, is committed to diversity and practicing equal opportunity employment in recruiting and hiring. Qualified candidates of all backgrounds are encouraged to apply*