**Executive Director Job Posting**

**Mission**

The Coalition for Social Justice Education Fund (CSJ Ed Fund) is dedicated to building a movement led by low-income community members with a focus on Black, Indigenous, People of Color (BIPOC), women and members of the LGBTQ+ community. In order to raise the voices of those who have experienced the impacts of economic hardship, we have several focuses: education, volunteer recruitment, leadership development, and building or participating in effective coalitions that address the economic survival issues that our members face. We build our membership through inspiration and by cultivating relationships that guide leadership development.

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| **Job Title** | Executive Director (ED) |
| **Reports to** | CSJ Ed Fund Board of Directors |
| **Compensation** | $90,000 - $105,000+ *(commensurate with experience) +* Benefits Package |
| **Location** | Hybrid **|** Based in Southeastern MA **|** Offices in New Bedford and Brockton |

**About Us**

The CSJ Ed Fund, based in Southeastern Massachusetts, was founded in 1994 with the mission of advocating for economic opportunity and social justice, particularly for those affected by poverty. Over the years, we have developed a strong leadership core composed of dedicated activists who joined through CSJ Ed Fund's grassroots efforts.

CSJ Ed Fund engages in comprehensive outreach activities, including door-to-door canvassing in low-income neighborhoods and public housing developments, as well as phone campaigns to inform and mobilize communities on various issues.

Over the years, CSJ Ed Fund has played a leading role in numerous campaigns, including significant efforts in healthcare, public education, and progressive tax reforms. We led initiatives to pass Earned Sick Time and Paid Family and Medical Leave in Massachusetts. Our current multi-issue agenda addresses vital concerns such as universal childcare, affordable housing, public transportation, environmental justice, civic engagement and increasing the minimum wage. The organization operates primarily in Brockton, Fall River, and New Bedford, with expanded efforts in Taunton, Attleboro, and Falmouth​​​​.

**Position Overview**

As the Executive Director of the Coalition for Social Justice Education Fund, you will play a pivotal role in charting the next phase of our organization's journey. This includes driving internal shifts to foster a collaborative and inclusive work environment and reinvigorating our commitment to grassroots organizing while maintaining our strong advocacy efforts. Your leadership will be instrumental in shaping our strategic direction, amplifying the voices of our communities, and ensuring that our mission to advance social and economic justice continues to thrive. This is a unique opportunity to leave a lasting impact on both our organization and the communities we serve.

The Executive Director will oversee strategic planning, financial management, fundraising, staff and board development, and build relationships with our members and external partners to advance the CSJ Ed Fund mission and vision.

**Responsibilities**

Board Relations & Board Development

* Collaborate with the Board to develop and implement strategic goals and objectives for the organization.
* Facilitate board meetings, ensuring effective communication and engagement.
* Support board development initiatives, including recruitment, orientation, and training.

Financial Management

* Work closely with operational staff to:
  + Create an annual budget and oversee financial planning, and fiscal management of the organization.
  + Ensure transparency, accountability, and compliance with financial policies and procedures.
  + Oversee annual audit, tax and other financial reporting requirements.

Grant Writing & Fundraising

* Lead grant writing efforts, identifying funding opportunities and submitting compelling proposals.
* Develop and execute fundraising strategies to diversify revenue streams and meet fundraising goals.
* Cultivate and steward relationships with individual donors, major donors, funders and philanthropic partners to secure resources for organizational sustainability.
* Work with operational staff to maintain an up-to-date grant calendar to meet reporting and proposal deadlines.

Supervision & Staff Management

* Supervise staff supporting them in setting goals in their work plan and schedule regular check-ins.
* Attend regular staff meetings, training, retreats, etc.
* Provide visionary leadership and mentorship to staff, fostering a culture of collaboration, growth, and well-being, while empowering team members to take ownership of their roles.
* Foster a culture of trust and accountability, where staff members feel empowered to make decisions and take initiative in their respective areas of expertise.
* Promote a supportive and inclusive work environment, valuing diverse perspectives and contributions.
* Evaluate and restructure the staff to address evolving organizational needs, including hiring for additional capacity in areas requiring support.
* Oversee recruitment, hiring, onboarding, training and professional development of staff.

Strategic Leadership & External Relations

* Develop and implement strategic plans to advance organizational objectives and promote social and economic justice.
* Work with the Board to make decisions on what campaigns we take on as an organization and oversee the implementation of those campaigns.
* Serve as the primary spokesperson and advocate for CSJ Ed Fund, representing the organization to stakeholders, partners, coalitions, media and the community.
* Cultivate relationships with community organizations, advocacy groups, and policymakers to amplify impact and effect systemic change.

**Required Qualifications**

* At least 5-7 years experience in grassroots organizing and advocacy, preferably in leadership roles within nonprofit organizations.
* Strong team-building skills, with a focus on fostering collaboration, inclusivity, and professional growth.
* Extensive experience in fundraising, including grant writing, securing individual donations, and managing donor relations.
* Proven ability to raise and manage a budget of $1 million.
* Strong financial management skills, including budgeting, financial planning, and ensuring fiscal responsibility.
* Experience in developing and executing strategic plans to advance organizational goals and mission, with the ability to think strategically and creatively to address challenges and seize opportunities.
* Strong project management skills, with the ability to manage multiple priorities and deadlines.
* Deep understanding of, and commitment, social and economic justice issues, with a commitment to advancing diversity, equity and inclusion.
* Exceptional interpersonal skills, with the ability to build relationships, trust and rapport with staff, board members, members and external partners.
* High emotional intelligence, with the ability to navigate complex group dynamics and facilitate tough conversations.
* Technical proficiency with relevant software and tools including Google Workspace, including Google Drive, State Voices VAN, Constant Contact, etc. and ability to adapt to new technologies and systems as needed.
* Ability to work occasional evenings and weekends.

**Preferred Qualifications**

* Bilingual in Spanish, Cape-Verdean Creole, and/or Haitian Creole.
* Familiarity with Massachusetts and Southeastern Massachusetts politics.
* Experience with 501(c)(3) and 501(c)(4) organizations.
* Track record of raising significant funds through diverse funding sources.
* Experience in board development and governance.

**Application Details**

To apply for the position of Executive Director at the Coalition for Social Justice Education Fund, please submit the following materials:

* A current resume.
* A cover letter outlining your interest in the position and your qualifications, including specific examples of how your experience aligns with the responsibilities and requirements outlined in the job description, what motivates you to lead an organization focused on social and economic justice, and how have your past experiences prepared you for this role.

**Please submit your application materials on our online submission form here** [**tinyurl.com/csjedfund-ed**](http://tinyurl.com/csjedfund-ed) **by June 18th, 2024.**

Only complete applications will be considered. For any inquiries regarding the position, please contact Marlene Pollock at [marlenepollock929@gmail.com](mailto:marlenepollock929@gmail.com) or 508-982-8751.

*The CSJ Ed Fund is an equal opportunity employer. We do not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, or any other characteristic protected by law. We strongly encourage applications from Black, Indigenous, and People of Color (BIPOC), women and LGBTQ+ candidates.*