



MATRIOTS

Executive Director

JOB DESCRIPTION

About

MISSION

To elect more Ohio women to public office that will promote a healthy economy in which women can thrive and prosper.

AMBITION

By 2028, half of all of Ohio's elected offices are held by women.

OPPORTUNITY

In May of 2017, a small group of passionate women with big aspirations filed as an unaffiliated Political Action Committee in the state of Ohio. Believing in women as key to good government, they established The Matriots PAC. In six months' time, almost 400 women and men joined them in launching one of the top-10 largest PACs in the state of Ohio. In 2018, The Matriots PAC will make its first endorsements and bring all-important financial support to select candidates. It will also look for others in each of Ohio's 88 counties who share similar values and ask them to take up the mantle and join in the work.

If you, too, passionately believe in the importance of women's leadership in setting the policies that will inform Ohio's future, this is your chance to step into a once-in-a-lifetime opportunity.

NOW HIRING THE FOUNDING EXECUTIVE DIRECTOR

The Matriots PAC is seeking a savvy professional who can translate the founders' vision into a sustainable, vibrant organization. We seek a person who is equal parts political strategist and fundraiser. A person that can evidence success in organizing a community of believers whose commitment translates to investment. The successful candidate will be a builder—building organization, reputation and influence, as evidenced by the number of women elected to office in the years to come. The PAC's assets are numerous, including volunteers and members with diverse points of view and experiences. The right person will capitalize on the tremendous resources available to them to best put them into service to the mission.

Salary commensurate with experience.
Benefits package negotiable.

APPLY

Please email your cover letter and resume to humanresources@matriotsohio.com by March 8, 2018 (International Women's Day). Please reference EXECUTIVE DIRECTOR in the subject line.

Responsibilities

The Executive Director (ED) is the management leader of The Matriots PAC. That person is responsible for overseeing the administration and strategic plan of the organization. The primary areas of accountability include:

- » Political strategy
- » Fundraising & finance
- » Operational excellence

The ideal Executive Director of The Matriots PAC is accountable, outgoing and not afraid to ask questions. The right person can not only come up with ideas, but also work independently and implement strategies. Organized and self-managed, this positive and creative person knows how to make things happen.

The Executive Director is resourceful, trustworthy and detail-oriented. This team player can take the urgency off things, due to being organized, working methodically, planning and being able to anticipate needs. Bringing professional and personal drive, this collaborator can move fast, work well with the different stakeholders within the organization and be able to change priorities quickly.

As a forward thinker, this person can run with an idea, but is also an integrator who is able to work with others. The right candidate will use her or his excellent communications skills (verbal, listening and written) to work with the board, supporters, candidates, and others to maximize the success of the organization.

POLITICAL STRATEGY:

- » Have current knowledge of politics and the political landscape, including officeholders, terms and legislation governing Ohio's elections.
- » See and understand political trends and consider their impact in realizing the organization's mission.
- » Support the Endorsement Committee by identifying the strategies that best contribute to meeting the organization's mission and ambition.
- » Research and develop synergistic partnerships and programs that contribute to organizational goals.

FUNDRAISING & FINANCE:

- » Develop and manage a communications program comprehensive of all constituencies and audiences.
- » Oversee annual and long-term fundraising efforts to enable the organization to fulfill its mission; provide leadership in identifying innovative fundraising strategies.
- » Identify, cultivate, solicit and steward members across the state.
- » Leverage assets, including volunteers, in meeting fundraising goals
- » Be responsible for the financial integrity of the organization, ensuring the organization operates within all laws and regulations.
- » Maintain sound financial practices.
- » Develop and submit a proposed annual budget and monthly financial statements that accurately reflect the condition of the organization.
- » Maintain records and documentation that meets all federal, state, and local agency requirements.
- » Oversee an annual audit process.
- » Oversee the disbursement of funds.

ORGANIZATION & ADMINISTRATION:

- » Oversee efficient and effective organizational processes and procedures, supporting a strong infrastructure.
- » Determine and manage the human resources function of the organization, including attracting, retaining, training and evaluating a strong team—volunteers, employees and contractors—to support the operations and future growth and expansion.
- » Lead strategic planning; be responsible for the translation of the strategic plan to a business plan and its implementation.
- » Provide leadership, partnership and support to governing bodies and constituents.
- » Ensure timely communication to the governing body regarding organizational threats and opportunities.
- » Assure decision-making and outcomes are inclusive of diverse points of view and experiences.

Requirements

- » Demonstrated successful experience as a senior staff person in statewide government relations or as statewide political campaign counsel or strategist. Familiarity with the current Ohio political landscape a plus.
- » Demonstrated successful experience in statewide senior roles in political or social sector fundraising.
- » Minimum of 3 years of experience in a start-up or in founding a program.
- » Track record of achieving stated objectives and goals under pressing deadlines.
- » Strategic organizational and project management skills, with strong analysis and self-directed decision-making.
- » Outstanding communications skills—written and verbal.
- » Evidence of strategic relationship development and management in an environment of responsibility and accountability.
- » Bachelor's degree.



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