

Job Posting: Executive Director

PHENOM is a 501(c)3 grassroots organization of public college and university students, staff, faculty, alumni, families, and community members fighting to Fund Our Future, build a Debt Free Future, and ensure that the Massachusetts public higher education system is free and open to all. Through grassroots organizing, intensive coalition building, and targeted legislative action, PHENOM has begun to change the public discourse and win concrete victories. PHENOM connects its work on day-to-day issues related to costs, staffing, and funding to larger social issues (taxation, privatization, wealth inequality).

The Executive Director will have overall strategic and operational responsibility for PHENOM's staff, programs, expansion, and execution of its mission. The Executive Director will report directly to the PHENOM Board of Directors. This is a full-time, partially benefited position.

Responsibilities

The Executive Director may play a role in every aspect of PHENOM's work, but the three main components of the position are:

a) Leadership & Management:

- Oversee PHENOM's organizing, fundraising, communications, legislation and administration
- Work closely with the Board to set priorities, timelines and allocate resources needed to achieve strategic goals and execute a strategic plan; provide regular reports to the Board
- Actively engage and energize PHENOM staff, volunteers, interns, Board members, committees, partnering organizations, and funders in grassroots organizing and organizational development
- Regularly evaluate program components, so as to measure successes that can be effectively communicated to the Board, funders, and other stakeholders
- Supervise, oversee and regularly evaluate all staff and interns

b) Finances & Fundraising

- Develop relationships to create new funding opportunities
- Ensure sufficient fundraising via grants and organizational and individual donations to increase PHENOM's annual operating budget
- Prepare and monitor budget; ensure adherence to reporting requirements related to PHENOM's non-profit charity status
- Develop and oversee PHENOM's fundraising and financial plan

c) Legislation & Communications:

- Oversee and manage all aspects of communications (website, newsletter, social media, etc.)
- Work with grassroots organizers and legislators to design campaigns to achieve legislative priorities.
- In partnership with legislators, analyze and draft legislation that will advance PHENOM's mission of high quality, debt-free public higher education.
- Serve as PHENOM's primary representative to elected officials and other government decision-makers

Assist the Organizing Director in the building and maintenance of the PHENOM's organizing program, including organizing of students, faculty, staff, alumni, borrowers, families, and other community stakeholders through PHENOM's statewide committees, campus and community chapters, and other new forms of organization that develop through our planning process.

Qualifications

The Executive Director must be thoroughly committed to PHENOM's mission. All candidates should have proven leadership and organizing experience; strong written and verbal communication and interpersonal skills; and passion, integrity, and self-directedness. The successful candidate must make at least a 2-year commitment to the position.

The **preferred** candidate will have the following qualifications:

- Bachelor's or advanced degree or equivalent work experience in the field of public higher education
- Successful fundraising experience, preferably for non-profit advocacy organizations
- Ability to effectively lead a non-profit organization, supervise staff, create and execute and organizational strategic plan, and manage a budget
- Extensive organizing experience (paid or unpaid) with a demonstrated ability to mobilize communities to win campaigns and develop activists into leaders
- A demonstrated ability to engage and develop relationships with a diverse population of stakeholders
- Demonstrated success organizing students and/or youth
- Past experience working with a Board
- Fluency in a second language commonly spoken in Massachusetts (i.e. Spanish, Portuguese, French, or Chinese) is a plus.

Salary and Benefits

Total compensation will start at \$45,000 to \$55,000, commensurate with experience. Total compensation will be divided between salary and benefits as best suits the successful candidate.

Applications must be submitted by August 14, 2020 for priority consideration.

To apply, please send a cover letter, resume and names/contact information of 3 references to jobs@phenomonline.org. We will only accept applications electronically. Please contact PHENOM at 978-227-8473 with any questions.

PHENOM is an equal opportunity employer. All persons regardless of age, race, ethnicity, gender, sex, religious affiliation, or sexual orientation are encouraged to apply. Women, people of color, people with disabilities, and LGBTQ people are strongly encouraged to apply.

Ideal starting date is September 8, 2020.