



NARAL
Pro-Choice North Carolina

Executive Director

NARAL Pro-Choice North Carolina seeks a dynamic and skilled Executive Director to lead the organization in fulfilling its mission to develop and sustain a constituency that uses the political process to guarantee every woman the right to make personal decisions regarding the full range of reproductive health choices, including, yet not limited to, preventing unintended pregnancy, bearing healthy children, and choosing legal abortion.

NARAL Pro-Choice North Carolina (an affiliate of NARAL Pro-Choice America) is a grass-roots 501(c)(4) lobbying organization. Two additional affiliated organizations help advance the NARAL Pro-Choice North Carolina mission. The NARAL Pro-Choice North Carolina Foundation, a 501(c)(3), conducts education and research intended to increase public awareness of relevant reproductive health care issues. The NARAL Pro-Choice NC PAC, a state political action committee, conducts direct electoral work with and for pro-choice candidates. The Executive Director is responsible for programmatic, financial and administrative management of NARAL Pro-Choice North Carolina and its affiliated organizations.

In addition to overall responsibility for day to day operations and programs, the Executive Director will be expected to play a strong, visible, and strategic role in developing and implementing plans to promote pro-choice legislation and policies and to elect pro-choice candidates across the state. Effective fundraising for all three organizations, utilizing a variety of strategies, is an essential part of this job, as is development and management of a talented staff team.

Primary Responsibilities

Leadership

- Maintain leadership position with pro-choice coalition partners and positive relationships with allies including NARAL Pro-Choice America and its affiliates.
- Provide leadership and vision to work with the Boards of Directors to set the strategic direction, priorities and policies for the organizations.
- Develop, organize, and motivate staff in ways that result in consistent high levels of performance.
- Serve as liaison between the Boards of Directors and staff.

Fundraising

- Serve as the lead fundraiser for all three NARAL NC Organizations – ensuring necessary resources are raised to make each organization successful.
- Identify, recommend and direct all development activities including membership, direct mail, phone solicitation, events, major donor, sponsorships, foundation and all other revenue-generating programs.
- Direct all aspects of grant research, drafting and compliance.

Public Affairs and Advocacy

- Develop and maintain relationships with policy makers and government leaders in order to

- build the organization's reputation and leadership.
- Serve as lead messenger and advocate for the pro-choice movement in NC.
- Engage the general public and the media to execute our mission.
- Advocate for NARAL Pro-Choice NC's mission to all relevant policy makers.
- Direct coalition building and other relationship building efforts across NC.
- Drive communications plan to engage and educate our members and the public.

General Management

- Manage the day-to-day operations of NARAL Pro-Choice NC and its affiliated organizations.
- Recruit, hire, train, supervise and evaluate staff in accordance with organizational policies.
- Supervise, empower and support staff as appropriate to deliver programs.
- Develop policies and procedures to ensure that the organizations meet board approved budgets, policies and bylaws.

Financial Management

- Develop, recommend, implement, review and manage budgets.
- Provide financial oversight and management of organization, including compliance with financial controls.
- Prepare and maintain financial records.
- Prepare financial reports for the Board of Directors.
- Monitor and maintain adequate cash flow to meet the organizations' disbursement needs.

Qualifications

Candidates must have a strong commitment to reproductive justice and the mission of NARAL Pro-Choice NC.

Education & Knowledge

- A bachelor's degree is required, masters or professional degree preferred.
- Knowledge of reproductive justice issues.

Experience

- At least five of increasingly responsible experience in a professional environment, preferably in nonprofit or political work.
- Proven track record in nonprofit fundraising.
- Minimum 2 years in public policy, lobbying, communications, or political campaign experience (preferably all).
- Experience in hiring and/or supervising staff and volunteers.
- Experience in budgeting and financial management.
- Above average computer competency, including experience with databases and new media.

Desired Skills and Attributes

- Familiarity with state politics, elected officials, state government and the public policy process.
- Familiarity with grassroots organizing strategies, including online and new media tactics.
- Demonstrated leadership, coordination and negotiation abilities.
- Strong written, oral and interpersonal communications skills.
- Creative and strategic thinker.
- Ability to motivate and influence others.

- Ability to build and maintain diverse coalitions.
- Understanding of a broad and diverse member base and how to achieve it.
- Success at keeping multiple projects organized.
- Capacity for strategic thinking and long-term organizational planning.
- Flexibility to work occasional weekends/evenings.
- Ability to travel across the state as needed, occasional national travel.

Salary and Benefit Information

- Salary is competitive and commensurate with experience.
- This is a full-time, exempt position.
- Benefits include health and dental insurance, paid holidays, vacation and sick leave.

How to Apply

Please send a resume, three references, salary requirements and a cover letter clearly explaining why you want to lead NARAL Pro-Choice NC, to the Search Committee at jobs@ProChoiceNC.org. This position will remain open until filled. Only electronic applications will be accepted. No calls or faxes please.

NARAL Pro-Choice North Carolina embraces the great diversity of North Carolina in its staff and program initiatives. NARAL Pro-Choice North Carolina is an equal opportunity employer and recruits qualified applicants without regard to race, creed, color, religion, age, sex, marital status, national origin, sexual orientation, gender identity/expression, disability, status with regard to public assistance, veteran status, or any other class protected by State, Federal, or Local Laws.