



Equality State Policy Center Executive Director Job Description

Equality State Policy Center (ESPC) is seeking an executive director to lead the organization and build on its current momentum in order to further our coalition's mission in Wyoming. We are seeking a dynamic candidate who excels in relationship building and public outreach; has excellent written and verbal communication skills; a proven track record in project, budget, and organizational management; and a demonstrated ability to think strategically.

ABOUT ESPC

ESPC is a broad-based coalition of social justice, conservation, and labor groups working to improve the lives of all Wyoming's people through transparent government, fair elections, and thriving communities. We advance our mission by advocating in all levels of government, increasing civic engagement both inside and outside of governmental processes, and holding our elected officials accountable to the decisions they make across Wyoming.

CORE RESPONSIBILITIES

- Execute the mission of ESPC through implementation of existing programs, coalition coordination, public outreach, lobbying, fundraising, and the strategic vision of the organization.
- Bring leadership, professionalism, and creativity to enhance ESPC's record as a dynamic organization with accurate, insightful political analysis and programs and the ability to organize and mobilize Wyomingites to participate in their government.
- Build and enhance relationships and strategic partnerships among ESPC member organizations.
- Assure that the legal and financial requirements of the organization are met; manage staff as necessary; and that the values of the ESPC remain a driving force in its work.
- Establish and maintain relationships with community leaders, elected officials, allied organizations, supporters and donors.

PROGRAMMATIC DUTIES

- Actively plan and execute the program work of the organization in consultation with the ESPC board and evaluate progress and efficacy based on goals.
- Manage communications for ESPC including website, social media, organizational publications, and media ensuring accurate, relevant, and timely information.
- Work with volunteers, member groups, supporters and the general public to advance ESPC's mission, providing tools for engagement, events, information and other support.
- Serve as the primary ESPC spokesperson and advocate.
- Provide leadership and coordination to a diverse coalition for focus on common interests.



FINANCIAL DUTIES

- Lead and execute fundraising efforts to meet an annual budget in excess of \$150,000, through foundation grants, grassroots and grassroots donors, and support of member organizations.
- Prepare annual organizational budget for Board approval. Monitor revenues and cash flow and report to the Board as required.
- Cultivate and build relationships with donors and supporters and assure that these relationships can be transferred organizationally.
- Assure the ESPC's fiduciary responsibilities are met, including day-to-day fiscal operations.

OPERATIONS AND MANAGEMENT DUTIES

- Provide leadership and support to an active Board of Directors. Facilitate board meetings and systems to function democratically and efficiently, including staffing of board committees. Work as a partner with a diversity of member organizations and board.
- Assure all legal, regulatory, financial, and other required reports and duties of the organization are accurately completed and deadlines met.
- Serve as a leader in creating an inclusive and consciously reflective organization especially with regards to race, gender, gender identity, and sexual orientation.
- Contribute to a healthy organizational culture that retains and values its employees and member organizations as well as the constituents it serves.
- Supervise the work of staff, interns/fellows, and volunteers through direct supervision and indirect support.

TIMELINE AND DETAILS

- For the full job description, please visit www.equalitystate.org.
- This is a full-time position currently based in Laramie, Wyoming with a starting salary range of \$50,000-\$60,000 and a competitive benefits package. Extensive travel is required for the position. Location of office may be negotiable.
- For further inquiries or to apply, please submit a succinct cover letter, résumé, and the contact information of three references to info@equalitystate.org no later than Monday, August 20th. The target start date is sometime in mid-November or early December, but is flexible.