



Equality State Policy Center Executive Director Job Description

CORE RESPONSIBILITIES

- Execute the mission of ESPC through management 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.
- Ensure that relationships are established and maintained with community leaders, elected officials, allied organizations, supporters and donors.
- Ensure 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.

PROGRAMMATIC DUTIES

- Actively plan and execute the program work of the organization with direction from the ESPC board and evaluate progress and efficacy based on goals.
- Supervise 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.
- Potentially serve as the primary ESPC spokesperson and advocate.
- Provide leadership and coordination to a diverse coalition.

FINANCIAL DUTIES

- Manage fundraising efforts to meet the annual budget, through foundation grants, grassroots and grassroots donors, and support of member organizations.
- Prepare annual organizational budget for Board approval. Manage revenues and cash flow and report to the Board.
- Ensure the ESPC's fiduciary responsibilities are met, including day-to-day fiscal operations.

OPERATIONS AND MANAGEMENT DUTIES

- Provide leadership and support to and receive direction from 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.
- 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.