



PROMO JOB ANNOUNCEMENT

Executive Director

PROMO seeks an Executive Director who will be responsible for implementing the mission and vision of PROMO and defining its strategic direction, ensuring that resources are in place to accomplish important mission goals, recruiting and retaining staff, and keeping teams motivated and capable of exceeding expectations.

The Executive Director is the face of the organization, ensuring PROMO is seen as a trusted partner and expert in LGBTQ policy, with an emphasis on developing and maintaining relationships with key community stakeholders, leaders, and businesses. This role focuses on building support for LGBTQ equality and fairness through an intersectional lens, specifically LGBTQ-inclusive policies and legal protections.

TO APPLY

Interested applicants should send a cover letter and resume VIA EMAIL ONLY to the attention of Executive Director Search Committee at apply@PROMOonline.org. Please indicate your preferred salary level in your cover letter. **Resumes received by January 24, 2020 will be given priority consideration.** Interviews will begin immediately and application will remain open and posted until the position is filled.

POSITION DESCRIPTION

Job Title: Executive Director

Job Term: Full-time, salaried

Job Supervisor: PROMO & PROMO Fund Boards of Directors

Job Location: Saint Louis, MO

Travel: 10% - 40%, depending on season

ESSENTIAL DUTIES AND RESPONSIBILITIES

Board & Staff Management

1. Develop, maintain, support, inform, and engage a strong Board of Directors.
2. Lead, coach, develop, and retain PROMO's high-performance staff. Address staff improvement and conflict swiftly and with regular feedback, ensuring staff have the necessary resources to succeed.
3. Work in coordination with staff to develop comprehensive work plans, including field, policy, electoral, communications, development, aging, and health equity.

Development & Operations

1. In partnership with the Development Director, set and meet annual fundraising goals to secure financial support from individuals, foundations, organizations, and corporate partners.
2. Work with the staff, Finance Committee, and the board in preparing a budget; see that the organization operates within budget guidelines.
3. Maintain official records and documents, and ensure compliance with federal, state and local regulations, as well as compliance with grant metrics, funding restrictions, and reporting.

4. Execute ongoing operational requirements, including payroll approval, execution of financial procedures, bill pay, licensing, 990s filings, etc. often in collaboration with board committees and accountants.

Strategic Execution

1. Ensure that the organization has a long-range strategy to achieve its mission, and toward which it makes consistent and timely progress. In collaboration with the PROMO team, create work plans for the attainment of goals and objectives within the mission of the organization.
2. Represent PROMO in the community, at events, and in the media.
3. Be creative in building relationships and unconventional alliances, while understanding and being responsive to the varying needs of different regions and populations, particularly in rural Missouri and across the political spectrum
4. In collaboration with the Manager of Public Policy, support PROMO's legislative strategy in Jefferson City.

Culture, Environment, Team Collaboration

1. Facilitate a work environment that encourages knowledge of, and respect for, those of other cultures and backgrounds, including political perspectives.
2. Respond to urgent or unexpected communications needs with speed, emotional maturity, and good judgment.
3. Effectively enable board, staff, partners, interns, and volunteers to take action on behalf of PROMO by:
 - a) Transmitting PROMO's mission, values, vision, and direction;
 - b) Respecting and using the skills, expertise, experience and insights of people;
 - c) Providing direction and resources to empower success; removing barriers and developing skills;
 - d) Articulating expectations and clarifying roles and relationships;
 - e) Encouraging people to question organizational assumptions and ask strategic questions;
 - f) Ensuring quality decision-making and judgment;
 - g) Anticipating conflicts and facilitating resolution;
 - h) Engaging people in process as well as tasks;
 - i) Encouraging people to use their power, practice their authority, and accept their responsibility; and
 - j) Modeling behavior.

REQUIRED QUALIFICATIONS AND EXPERIENCE

1. Commitment to equality for all LGBTQ persons, including both sexual orientation *and* gender identity.
2. Ability to educate with patience and professionalism, even in unfamiliar and challenging environments, appreciating viewpoints other than your own.
3. Dedication to understanding and emphasizing intersectionality and racial justice within the movement.
4. Ability to develop and follow through on long-term, mutually agreed upon strategic plans with tangible, measurable results.
5. Ability to listen and receive constructive feedback.
6. Ability to maintain appropriate professional boundaries with regard to the handling of confidential information and maintain professional standards of conduct.
7. Ability to work flexible hours, including evenings and weekends; availability to travel within the region and statewide. Must have access to reliable transportation.
8. Exceptional, persuasive communication skills, including writing and public speaking.
9. Familiarity with Google Suite.

PREFERRED QUALIFICATIONS AND EXPERIENCE

1. Knowledge of, and experience working with, various levels of local and state government; lobbying; or working with political campaigns

2. A minimum of three years of senior level nonprofit organization experience
3. Knowledge of leadership and management principles related to nonprofits
4. Experience or ability to recruit and manage multiple staff, interns, and volunteers
5. Experience with budgets, fundraising, and events
6. Experience working within the LGBTQ community or within LGBTQ advocacy; knowledge of how policy decisions affect the daily lives and decisions of LGBTQ Missourians

TYPICAL WORKING CONDITIONS

The Executive Director will work inside an office with a collaborative, open-space set-up, as well as outdoors on occasion. There will be exposure to typical Missouri temperatures, distractions typical of a busy office environment, including loud noises. Statewide travel is frequent; national travel is expected but less often.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job: continual walking, standing, climbing, stooping, bending, kneeling, reaching, lifting, cutting, and carrying. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Extended hours in front of a computer screen and mobile phone screen are typical. Long hours are required during peak campaigns, events, or response periods.

PROMO is a smoke-free, casual dress, fun workplace. The PROMO office environment is collaborative and flexible, in order to accommodate a strenuous campaign-based schedule. The building and office are accessible, secure, and dog-friendly.

COMPENSATION

Full-time, salaried position, average of 40+ hours/week with some travel and cell phone stipend. Competitive benefits package available, including medical, dental, life, and supplemental insurance. Flex-time, PTO, and comp time available. Salary negotiable and commensurate with experience.

ABOUT [PROMO](http://PROMOonline.org)

PROMO is made up of two entities, PROMO, a 501(c)(4) organization, and PROMO Fund, a 501(c)(3) organization. PROMO is Missouri's statewide organization advocating for LGBTQ equality through legislative action, electoral politics, grassroots organizing, and community education. PROMO Fund promotes equality and protects the human and civil rights of LGBTQ people in Missouri.

PROMO is an equal opportunity employer that does not discriminate on the basis of race, color, religion, national origin or ancestry, sex or gender, sexual or affectional orientation, marital or familial status, disability, age, gender identification, health-related condition, association, or legal source of income.

<http://PROMOonline.org>