



Oregon NOW Executive Director

Oregon NOW is a statewide nonprofit 501(c)(4) organization that supports grassroots activism to promote intersectional feminist ideals, lead societal change, eliminate discrimination, and achieve and protect the equal rights of all women and girls in Oregon in all aspects of social, political, and economic life.

As the state chapter of the National Organization for Women (NOW), Oregon NOW's priority issues include: reproductive rights and justice, ending violence against women, economic justice, LGBTQ rights, racial justice, and Constitutional equality.

The Executive Director is a part-time position responsible for the overall leadership and management of Oregon NOW. In its next Executive Director, Oregon NOW seeks an individual who is committed to NOW's priority issues and the intersectionality at the core of NOW's work that places marginalized women at the center of our policy solutions and our advocacy, and who can continue to grow Oregon NOW's state-level advocacy work, maintain strong relationships with partner organizations, and support the efforts of local NOW chapters in Oregon.

The Executive Director reports to the Oregon NOW board of directors, comprised of elected officers and at-large board members as well as voting delegates from local NOW chapters in Oregon, per the organization's bylaws.

Principal Responsibilities

- With guidance from board of directors, manage all aspects of the state chapter of the National Organization for Women (NOW), including administration, fundraising, communication, outreach, and advocacy.
- Work with the Oregon NOW Legislative Task Force to develop legislative endorsements, provide oral and written testimony to legislative committees, coordinate and submit letters of support with local NOW chapters, and encourage NOW members to engage in legislative advocacy. Represent Oregon NOW at legislative lobby days.
- Coordinate candidate endorsement process for state offices. Recommend endorsement of federal candidates to NOW PAC.
- Provide organizational support for local NOW chapters. Facilitate connections and information sharing among five local NOW chapters in Oregon. Encourage and support the development of new local chapters. Share actions and other communication via social media, email, and mail with ~2,500 NOW members in Oregon.

- Respond to current events related to NOW's priorities, including organizing and promoting petitions and protests, encouraging calls/emails or other action, authoring or signing onto op-eds and letters to the editor.
- Amplify and support the work of other justice-seeking organizations in Oregon. Share information on their events and calls to action with NOW members.

Skills and Qualifications

- Commitment to advancing social justice, diversity, equity, and inclusion
- Experience as an effective self-manager
- Demonstrated experience working collaboratively
- Demonstrated fundraising ability
- Demonstrated success and progressive experience in a public policy or advocacy environment
- Knowledge of and commitment to progressive causes
- Familiarity with grassroots organizing, lobbying, and electoral campaigns
- Strong oral and written communication skills
- Ability to work both independently and with multiple groups
- Demonstrated ability to work in coalition with other organizations
- Strong analytical skills
- Ability to manage budget and financial reports
- Ability to operate without significant administrative support

Oregon NOW does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, veteran status, marital status, sexual orientation, or any other characteristic protected by applicable law. People of color, queer, transgender, gender nonconforming people and people with disabilities are strongly encouraged to apply.

Salary

The Executive Director position currently is budgeted for 30 hours/month at \$30/hour.

Working Conditions

This position is part-time, with flexible hours and location. Oregon NOW does not have a physical location (i.e., office space), and the Executive Director may be located anywhere within Oregon. While flexible, hours and location of work are to be agreed upon by the Executive Director and board. This position may require some travel within Oregon and include occasional irregular hours, including during the evening and on weekends. The Executive Director may occasionally be required to lift boxes of supplies or materials.

The ideal incoming Executive Director will begin no later than mid-April for onboarding and training alongside the outgoing Executive Director.

How To Apply

To apply please submit a single .doc or .pdf document with the subject "Executive Director Search Committee" to info@noworegon.org. Your application should consist of a resume, cover letter, and a list of three references that we may contact prior to scheduling interviews.

Application deadline is March 5, 2018. Please direct any questions to info@noworegon.org.

