The Executive Director of **NARAL Pro-Choice Oregon (NPCO)** is the leader of a state-wide organization committed to protecting and advancing reproductive freedom, and is responsible for the programmatic, financial and administrative management of NPCO and its affiliated organizations – including a 501(c)(3), a 501(c)(4) organization, and a Political Action Committee (PAC).

**PRIMARY RESPONSIBILITIES**

*Organizational Health and Strategy*

- Drive NPCO’s dynamic vision, and the implementation of organizational strategic plans.
- Ensure NPCO has the systems, resources and staffing to deliver on our mission, including setting and managing ambitious objectives and the tactics to achieve them.
- Spearhead the organization’s commitment to diversity, equity and inclusion by prioritizing this work in annual goals and work plans, modeling commitment, identifying and seizing opportunities, and holding self, staff and board members to a high accountability bar.
- Ensure financial health, using resources strategically for high impact and sustainability.
- Possess and continue to cultivate a base of knowledge of the local, regional, and national politics that relate to the organization’s vision and missions.

*Staff and Board Leadership*

- Maintain a leadership position with other pro-choice partners and allies across Oregon and nationally, including NARAL Pro-Choice America and Affiliates.
- With staff, board members and related committees, set the tone for a positive workplace culture that is rooted in community care. Encourage and facilitate an open, professional and collegial atmosphere that fosters discussion, consensus, and action.
- Manage and develop staff in ways that result in consistent high levels of programmatic performance. Ensure policies, procedures and practices align and are followed.
- Provide thoughtful leadership, support, context, and vision to work with the Boards of Directors to set the strategic direction, priorities and policies for the affiliated organizations.

*Political Advocacy and External Relations*

- Network and collaborate with individuals and ally organizations to identify and achieve shared goals. Direct coalition-building -- intentionally centering underrepresented and diverse communities, nontraditional partners, and organizations led by communities of color.
- Assume ultimate responsibility for designing and guiding a proactive legislative and electoral plan at the local, state and national levels.
- Serve as the Chief Communications and Marketing Officer overseeing all public information materials.
- Demonstrate an ability to work in an environment where priorities may shift due to changes in the political and economic climates of the state, region, and nation.
Financial and Fundraising Management

- Provide financial oversight and management of organization (~$1M annually), including compliance with financial controls and generally accepted accounting principles. Oversee all record keeping, election disclosures, grant reporting, and tax reporting as needed.
- Develop, implement and manage budgets. Work with our accountant to prepare and interpret financial reports for the Boards and ensure that finances are independently reviewed periodically. Develop and implement contingency plans as needed.
- Plan, oversee, and ensure implementation of short- and long-term fundraising strategies. In conjunction with development staff, deepen relationships with current donors and create meaningful relationships with major institutional and individual donors. Serve as the primary point of contact for major gift solicitation.

QUALIFICATIONS

- Passionately pro-choice and knowledgeable on issues of abortion rights, feminism, reproductive health, rights, justice, and how the intersectional nature of identities such as race, gender and class compound discrimination.
- Demonstrated track record in advancing racial equity within organizations. A clear commitment to diversity, equity and inclusion in all work.
- Able to share an inspiring vision and motivate others to join in the effort of executing on that vision.
- A compelling public speaker and “public face” of the organization; media-savvy and able to spontaneously speak about controversial matters.
- High level of understanding of the political system, and a proven track record of achieving results, preferably within the context of Oregon (in public policy, issue advocacy, coalition building, grassroots organizing, lobbying, communications, and/or political campaigns).
- Political savvy and the ability to build and maintain strong interpersonal relationships with a wide range of stakeholders and diverse coalitions. A clear understanding of a broad and diverse member base and how to develop, grow and sustain it.
- Nurture and sustain a staff team culture built on trust, collaboration, flexibility, and humor.
- Capacity for long-range strategic thinking and organizational planning, as well as successful management of multiple current projects in a complex multi-entity nonprofit (c4/c3/PAC structure).
- Successful track record in nonprofit and/or political fundraising, including personally cultivating, stewarding, and soliciting major gifts.
- Demonstrated ability to manage organizational budgets and finances.
- Flexibility to work occasional weekends/evenings. Ability to travel across the state as needed, occasional national travel.