



Executive Director Job Description

JOB TITLE	Executive Director
REPORTS TO	Executive Committee
LOCATION	Remote
POSTED	January 9, 2024

GENERAL DESCRIPTION

Represent PA (PAC) directly funds pro-choice democratic women running for the PA State Legislature (both House and Senate), with a goal of achieving a reflective democracy. The Executive Director role at Represent PA is a hands-on role for the most critical functions of this high-impact but limited-operations organization. We are seeking a driven leader whose key responsibilities include fundraising and donor management at \$500,000-\$5M/year; volunteer and/or intern management; political outreach with enthusiasm and messaging effectiveness about why the State legislature matters.

The Executive Director is responsible for all daily operations of the PAC and the implementation of the organization’s plans, including leading committees. The ED must also manage external relationships and they are responsible for communicating to the Executive Committee and working closely with them to move the organization forward.

The ED serves as “the face of the organization” and stakeholders expect them to have expertise on statewide issues. As part of political outreach and relationship building, our ED should be working to understand which topics our endorsed electeds are leading on and should plan or propose relevant programming to share with supporters/donors.

The salary for the Executive Director starts at \$80,000 and includes a benefits stipend.

ESSENTIAL FUNCTIONS

- **Fundraising** - demonstrated ability to fundraise, either professionally or philanthropically, is a must
- **Executive Committee Administration** – lead meetings, complete monthly financial reporting and management
- **Political Connections** - knowledge of who is running, the state landscape, all while building connections with candidates, political partners and other stakeholders
- **Volunteer/intern Management**

EXPERIENCE & SKILLS

- Proven fundraising experience, with direct responsibility for upwards of \$500,000 - \$5M/year
- Familiarity with and advocacy of PA politics and civics education
- Demonstrated project and organizational management skills including experience managing volunteers/staff
- Strong interpersonal skills including managing strategic external relationships
- Excellent oral and written communication skills; strong facilitation skills a plus
- Use of basic computer programs: Google suite, EveryAction and Canva (strongly desired)
- Able to work events in evenings, weekends and mornings with a *Just Do It* mentality
- Able to work within a tight budget

TO APPLY

Send cover letter, resume, and three references to info@representpa.org with subject "Executive Director". Please include salary requirements. No phone calls.