

**\*\*ALL APPLICANTS DIRECTED TO [EDSEARCH@ACTFORWOMENANDGIRLS.ORG](mailto:EDSEARCH@ACTFORWOMENANDGIRLS.ORG)**

Complete applications due to be submitted by January 13, 2022

**Please help us find the next extraordinary leadership  
for ACT for Women and Girls!**

ACT for Women and Girls (ACT), a 17-year-old reproductive justice organization building power through leadership development, community organizing, advocacy, and policy change in our Central Valley communities, is searching for fierce, courageous, new leadership to work for youth leadership development and gender, racial, and reproductive justice!

Located in Tulare County, in the Central Valley of California, we need executive leadership that will provide unwaveringly committed and compassionate support and guidance to our team. We are eagerly seeking candidates who can demonstrate their ability to enrich our community-based reproductive justice work centering youth leadership and focused on a range of intersectional justice issues in the rural Central Valley, in California, and across the country.

We are seeking your support to promote this opportunity and help to identify strong candidates. Toward this goal, we ask that you please:

- Read and share this email and information with those you believe could be or who may help to identify strong candidates
- Post, like, and share information from this message throughout your social justice networks
- Like and elevate ACT's social media posts regarding this search
- Send candidate recommendations directly to [EDSearch@actforwomenandgirls.org](mailto:EDSearch@actforwomenandgirls.org), with the subject line: "Candidate recommendation - [Candidate name]"

Some of the qualities and characteristics we are looking for in a candidate (full list below):

- A tenacious, clearly demonstrated commitment to and passion for justice for all people
- Integrity, humility, compassion
- Supportive and patient leadership with a sense of humor
- Comfortable making decisions, and both giving and receiving feedback
- Adaptable to a fluctuating, evolving work environment
- Ability to work independently, take initiative to propose solutions, and work collaboratively in a team environment
- Skilled in keeping team focus on shared organizational vision and goals

Some of the skills and experiences we are prioritizing include:

- A background in community mobilization, organizing, and building power for justice; policy advocacy; community and civic engagement and relationship-building
- Understanding of ACT's vision for our community and can clearly and easily articulate it

- Alignment with and able to hold and uplift a focus and direction to keep ACT on track
- Long-term planner with an eye toward short-term details
- Proven, effective management of people, programs, and budgets
- Consistent ability to move from dreaming to learning to building and executing strategies, as well as implementing, evaluating, and revising them
- Experience in power-sharing and working with BIPOC/Queer and Trans (Queer, Trans, and Non-Binary people who are Black, Indigenous, and people of color), young people, undocumented families, low-income communities
- Can focus on and stay grounded in a mission, strategic goals, and work plans, while also noting practical ways an organization can evolve and grow in response to emerging community needs
- Knowledgeable of collective histories of struggle by marginalized people, and of reproductive justice and comprehensive sex ed politics in Tulare County, CA

Supporting ACT's organizational mission is a fundamental expectation of all employees and volunteers of ACT, regardless of their position or work. Our mission is rooted in reproductive justice which has, at its heart, explicit support for the rights of QTBIPOC and for the right of all people to access contraception and safe and legal abortion without judgment or discrimination.

Reproductive justice has never been more important. Whether in sharing information or resources, written correspondence, speaking one-on-one with community members or to a group, or while representing ACT in any capacity, *all members of our team are required to maintain this commitment.*

We are seeking an Executive Director who has the skills, passion, and stamina to lead all aspects of the ACT organization, including overseeing our programs, operations, our strategic priorities, and our foundation and grassroots fundraising.

ACT's current annual budget is over half a million dollars. We currently have 3 dedicated and inspiring full-time staff members, as well as teams of seasonal workers and temporary staff. The location of the Executive Director position is in the Central Valley of California.

[Click here](#) to learn more about ACT for Women & Girls.

## **How To Apply**

ACT is committed to providing equal employment opportunities for all employees and applicants.

The four items described below constitute a complete application. The first item is an online form that must be completed and submitted electronically. The remaining three application items must be submitted electronically, as separate attachments, to: [EDsearch@actforwomenandgirls.org](mailto:EDsearch@actforwomenandgirls.org) with your full name spelled out in the subject line. All four items must be submitted by the deadline below. *Please do not send applications to any other email address.*

A **complete application** will include four items:

- Completed, brief on-line application form, linked [here](#)
- Your résumé
- A list of three to five references, with their email addresses and phone numbers. (This can be a mix of professional and personal references.)
- A cover letter that addresses and includes:
  - Why you are interested in working with ACT, on our focus issues, and with the communities we serve in California's Central Valley
  - What you would bring to the position of Executive Director
  - Any past accomplishments or experiences you believe to be relevant to this position.
  - A link to your LinkedIn or other public professional profile if you have one.

All inquiries and applications will be kept confidential. All complete applications will be reviewed; only those candidates screened eligible will be contacted to schedule interviews. Please do not contact ACT regarding the status of your application or our hiring process. The job announcement will remain posted to our website until the position is filled.

Please do **not** send questions about or application submissions to any other electronic or postal address. No phone calls, please.

**Deadline for applying**

Applications must be submitted no later than 5pm PT on Friday January 13, 2022.

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## **ACT for Women and Girls Executive Director Job Description**

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### **PART 1: GENERAL CHARACTERIZATION OF POSITION**

The Executive Director is responsible for the overall strategic direction, fiscal health and programmatic success of the organization towards achieving ACT's mission. The Executive Director's responsibilities include financial, managerial, administrative and programmatic pieces in order to ensure the overall organizational health of ACT.

- The Executive Director's external functions include fundraising, major donor cultivation, public speaking, movement theory development, media work, coalition building, networking, community outreach, and article writing.
- The Executive Director internal organizational responsibilities include working with the Program Manager and other staff to oversee program planning, developing the organizational vision and mission, strategic planning, assisting staff in developing and attaining work plans, evaluating staff, developing staff leadership, and board relations. In addition, the Executive Director works with the treasurer to prepare financial reports, conduct the audit, and ensure that ACT complies with IRS requirements and employment laws. The Executive Director has ultimate responsibility for hiring and firing, budgets, and organizational fiscal health.
- The Executive Director supervises the work of all Independent Contractors.

The Executive Director reports directly to ACT's Board of Directors.

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### **PART 2: RESPONSIBILITIES**

#### **Fundraising**

- Works with the Fundraising Committee and Independent Contractors to create and implement a plan to secure the resources necessary for ACT to fulfill its mission and stated project goals. This includes foundation development, major donor cultivation, writing grants, designing and implementing direct mail and email campaigns, and identifying and exploring new funding opportunities.
- Ensures grant reports are submitted to funders to meet grant obligations.
- As directed by the Fundraising Committee and Board, cultivates and sustains relationships with new and existing foundations.

- With the Fundraising Committee and Board, builds relationships with major donors and individual donors to secure unrestricted revenue.

### **Financial/Managerial**

- Supervises and works directly with consultants and staff to make sure all bills are paid, bank statements reconciled, budgets are met, and organizational funds are handled in an appropriate and prudent manner.
- Ensures that the organization has and maintains adequate health insurance, workers' compensation, liability, malpractice, and directors' and officers' insurance coverage.
- Prepares the annual budget and work plans, working with the Board and Staff to meet related goals.
- Vets and maintains contracts, leases, and other legal agreements.
- Works with the staff to create accessible financial tracking reports.
- Monitors fiscal health of the organization.
- Ensures ACT is fulfilling its Strategic Plan, has healthy efficient organizational systems and policies in place to carry out its mission.
- Has knowledge of and experience with preparing non-profit tax returns, IRS Form 990, and nonprofit auditing procedures.
- Performs day to day oversight and administration of programs, operations, and finance.
- Provides ongoing feedback to staff, and responsible for overseeing staff supervision and evaluations.
- Responsible for hiring and firing of staff and maintaining personnel files.
- Experience with accrual accounting is preferred.

### **Mission and strategic programmatic leadership**

- Making sure that ACT is carrying out its mission, vision, and strategic plan.
- Ensuring effective and integrated organizational program planning and assessment and ability to implement the strategic plan and make thoughtful and timely course corrections as needed.
- Promoting a sense of unity and common purpose between and among board, staff and volunteers in campaigns, evaluating general progress on campaigns for effectiveness and relevance.
- Understanding and maintaining a connection with ACT's programmatic work and campaigns and supporting staff to implement programs.
- Representing ACT in public confidently.

### **Movement Theory & Work**

- Representing the organization, and its work, in public.
- Working collaboratively with other organizations to advance common goals consistent with our mission
- Supporting and partnering in the implementation of restorative justice practices
- Participating in local, state and regional network opportunities to advance ACT's intersectional social justice work and goals.
- Participating as able in advisory groups, boards and steering committees on issues related to ACT's mission.
- Identifying opportunities for and encouraging all staff to engage in a social justice platform, as it best serves ACT's mission.

### **Board Relations**

- Responsible for timely communications and collaborations with the Board of Directors to keep Board informed of programs, policies, work plans, achieving milestones and making progress in all areas of ACT's work, risk management, and staff concerns.
- Assists Board chair with creating agendas for all general and other board meetings and attend all board meetings
- Works with Board of Directors to design periodic strategic plans for the organization
- Meets with Board of Directors to ensure organization is meeting compliance and remains true to its mission
- Is transparent with work culture to ensure accountability and willingness to navigate conversations with board members and staff to uplift the well-being of the organization.
- Provides the necessary data and information to board members in order to show accountability and transparency.
- Organizes and oversees board and staff retreats
- Oversees and reports on the organization's results for board of directors
- Builds, sustains, and strengthens all board functions, such as meetings, policy compliance, and committee work
- Responsible for recruitment of board members and onboarding
- Works with board to develop and maintain strong financial policies and internal controls

### **PART 3: CLASSIFICATION, LOCATION, HOURS AND WORK SCHEDULE**

- This is an exempt, full-time position expected to work at least 40 hours per week
- This position is based in Visalia, California. During the COVID-19 pandemic ACT employees are working remotely, nearby, but will be expected to return to the office, upon notice.

### **PART 4: COMPENSATION AND BENEFITS**

- Compensation for this position is \$80,000 annually
- Cell phone compensation: \$45 monthly
- Wifi compensation: \$25 monthly, during COVID-19 remote work period.
- Medical, dental, and vision insurance benefits for the employee and their eligible family.
- Retirement benefits
- Paid holidays, paid Winter Holiday office closure and other paid time off
- 80 hours of paid vacation per year
- 80 hours of paid sick time per year
- Reimbursed mileage
- *All forms of compensation and benefits provided to employees are pursuant to ACT's Employee Policies and Procedures.*

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### **PART 4: QUALIFICATIONS**

- Tenacious commitment to justice for all people
- Experience working for, centering, and possessing a strong understanding of anti-racism, anti-capitalism, anti-imperialism, and social, racial, reproductive, gender, LGBTQ+, and restorative justice

- Integrity, humility, compassion in a supportive and patient manner
- Works enthusiastically and conscientiously within a team, co-leading with youth
- Incorporates and promotes self-awareness and growth, healing, and community care in work spaces
- Demonstrated experience supporting/uplifting staff including QT BIPOC staff and staff with other marginalized identities into higher positions of leadership
- Experience and strong interest in conflict management, de-escalation, conscious decolonizing, non-violent communication
- Prior experience in community organizing and building
- Organized, creative, detail-oriented, energetic, and flexible
- Proven ability to network and present as an ambassador of the organization in all settings
- Self-driven, with a clear focus on consistently high-quality work
- Advanced public speaking and group facilitation skills
- Ability and desire to travel within California and the United States on both program and organizational development tasks
- Comfortable making decisions, and both giving and receiving feedback
- Adaptable to a fluctuating, evolving work environment
- Ability to work independently, take initiative to propose solutions, and work collaboratively in a team environment
- Skilled in keeping team focus on shared organizational vision and goals
- Previous ACT alumna/participants a plus and desired
- Multilingual (English, Spanish) a plus and desired
- Bachelor's degree with addition to 5 years of upper management experience preferred