

Job Description: Executive Director

Rhode Island Coalition Against Gun Violence & Rhode Island Gun Violence Education Fund



Position Title: Executive Director

Reports to and collaborates closely with: Board of Directors

Reporting to this position: Digital Communications Consultant, State House Lobbyist

Job Summary:

The Rhode Island Coalition Against Gun Violence/Rhode Gun Violence Education Fund is the leading local grassroots organization in gun violence prevention advocacy in Rhode Island. We are a recognized and trusted resource for legislators, an advocacy group for victims and survivors, and a political force during elections. Working for RICAGV is more than a job, it means being part of a powerful movement. Together with our 100+ partner organizations, we take pride in reducing gun violence in Rhode Island.

The Executive Director is responsible for growing our movement and supporter base and for increasing engagement and the ability to bring grassroots support to the State House and executive branch by organizing campaigns and strategies that build power, leadership, and civic engagement while strengthening partnerships and representing communities most impacted by gun violence.

The ideal candidate for this position will be a results-driven self-starter and an experienced people manager. They will have a strong commitment to building collaborative and effective teams with our partner organizations, board of directors, and volunteers. They will be familiar with the RI political landscape and with stakeholders in the community and in the General Assembly.

Essential Job Functions:

Management and Administration

- a) Provide general oversight of all the organization's activities, manage day-to-day operations.
- b) Legal and financial compliance: Oversee the fiscal activities of the organization including budgeting, reporting, and filing legal and regulatory documents.
- c) Collaborate with and supervise Digital Communications Consultant to build our digital organizing campaign and advance organizing, policy, and electoral programs goals.
- d) Collaborate with and supervise our Lobbyist.

Fund Development

- a) Provide leadership in developing and implementing the organization's fundraising plan and monitor the plan's progress.
- b) Identify, cultivate, and solicit donor prospects.
- c) Manage relationships with donors, grantors, and corporate supporters.
- d) Support submittal of grants, proposals, and applications, and assure adherence with grant reporting requirements.

Policy and Advocacy

- a) Engage with the board of directors to develop an annual legislative agenda.
- b) Advocate for prioritized gun safety bills at the State House and with legislators.
- c) Work with legislators, stakeholders, community leaders, volunteers to promote legislation and education that encourages a public health approach to gun violence prevention, including effective implementation of existing laws.

Relationship Building

- a) Identify the key relationships necessary to support our community work; assure proper planning and communications to develop and maintain these relationships, including with media, public officials, community groups, the general public, and supporters.
- b) Support and grow authentic and meaningful partnerships with other community-based organizations, leaders, and stakeholders focused on social justice issues that intersect with gun violence prevention.
- c) Co-coordinate Advocacy, Communications, and Engagement Committee and facilitate monthly volunteer meetings and actively engage volunteers.
- d) Serve as spokesperson, providing strong representation in the community.

Board Management and Governance

- a) Help the board articulate its role and accountabilities and that of its committees and individual members, and help evaluate performance.
- b) Actively engage board officers and committee chairs, stimulating each board member to give their best.

Qualifications:

A Bachelor's degree is preferred with a minimum of 3 to 5 years experience in a non-profit setting. This is a full-time position (negotiable) with a salary of \$60,000-\$75,000 and health benefits.

RICAGV/RIGVEF is an equal employment opportunity employer and does not discriminate against any employee or applicant for employment on the basis of race, color, religion, gender, national origin, age, sex, disability, veteran status, marital status, sexual orientation, gender identity, or any other characteristic protected by law. We are committed to building an inclusive workplace that values diversity and inclusion and reflects the diversity of our community. We strongly encourage people of color and members of the LGBTQ+ community to apply.

To Apply:

Submit a résumé and cover letter to: careers@ricagv.org. Please write "Executive Director Search" in the subject line.