



Lillian's List of NC RALEIGH, NC EXECUTIVE DIRECTOR

Overview

Lillian's List seeks a strong, politically expert, strategic leader to lead the organization through its next phase of growth. Following the retirement of its long time inaugural Executive Director, the new leader will report to and work collaboratively with a 23-member Board of Directors to provide strategic and operational leadership.

Lillian's List is a 501 (c)(4) organization that houses a Political Action Committee (PAC). Its mission is to recruit, train, and support progressive women who are champions of reproductive freedom, for election to the North Carolina House and Senate and Council of State offices. The mission is accomplished by identifying, cultivating, training, and supporting candidates and their campaign staff.

Started as a PAC 18 years ago, the organization hired its first Executive Director in 2006. The organization has grown to a 4-person staff and established itself as an influential, highly reputable, and effective entity poised for its next phase of growth, outlined in its strategic plan.

The Leadership Opportunity

Working in partnership with the Board of Directors, donors, and its constituents, the successful candidate will lead the organization into its next phase by building on its current successes, growing its visibility, expanding its constituency, and increasing its resources. The successful candidate will help build a legacy with the organization of impacting the state's political landscape through the cultivation and election of progressive women who are champions of reproductive choice.

Leadership

- Establish an excellent working relationship with the Board of Directors through regular and transparent communications that produce a clear set of roles and responsibilities for board and staff. Maintain an efficient process for addressing issues related to strategy, resource development, governmental and partner relationships, and finances and human resource issues.

Resource Development

- Diversify the organization's funding base beyond its major gifts programs and successful events.
- Maintain, develop, foster and enhance the major gifts program.

Candidate Recruitment and Training

- Expand the organization's successful and dynamic recruitment and training efforts.
- Enhance the scouting program to identify and cultivate candidates; the *Get Ready to Run* and *Get Elected* training for candidates; and the Jamie Kirk Hahn Academy training for campaign staff.

Communications

- Lead and model internal and external communications including public speaking, membership communications, media, and partner organizations.
- Broaden the visibility of the organization across the state.
- Oversee management of the NGP VAN database/software.

Management and Operations

- Build teamwork in the management of a 4-person office.
- Responsibilities include fiscal oversight including the filing of campaign finance reports and 501 (c)(4)-related tax documents.

Attributes of Our New Leader

Lillian's List's Executive Director must be committed to the mission and values of the organization, and dedicated to creating and stewarding relationships with internal and external constituencies that enable the successful, consistent delivery of the mission. Also, she should possess key attributes, including:

- Political knowledge, expertise and savvy about the North Carolina political landscape.
- A deep commitment to and understanding of Lillian's List's mission.
- A proven track record of fundraising including major gifts and events. This must include demonstrable success in building dynamic relationships with key members of the community and the willingness to spend significant time cultivating, soliciting and stewarding major donors.
- Familiarity with resource development software solutions.
- An understanding of and strong appreciation for the legal status and external regulations related to a PAC and 501 (c)(4) entities housed within the same organization.
- Superior written and oral communication skills.
- Experience with nonprofit organizations and a track record of effectively establishing and maintaining a relationship with a nonprofit Board of Directors.
- Ability to travel frequently, inspire confidence among staff, board members, donors, candidates, partner organizations and other constituents.

Compensation

The salary range for this position is between \$75,000 - \$90,000. The organization also offers a benefits package.

Application Process

To apply, upload a cover letter, resume, and references to armstrongmcguire.com/apply. Email leslie@armstrongmcguire.com in the case of technical problems. No phone calls, please.

Lillian's List is an Equal Opportunity Employer.