



Title: Managing Director
Reports to: President & CEO
Classification: Exempt
Location: Ross, CA office
Supervises: Director of Communications, Education, Partnerships, Development, and Distribution

Position Overview:

The Managing Director is responsible for integration and day-to-day supervision of the campaigns and programs of this growing non-profit social action campaign and media organization. The Managing Director is responsible for leading the team internally and for planning, tracking and reporting on progress made toward quarterly, annual and longer-term goals. The Managing Director serves as a key support to the President & CEO, ensuring the mission and work of the organization move forward.

Managing Director - Primary Duties:

Program Strategy & Design

- Develop integrated and comprehensive program and campaign strategies.
- Ensure growth of The Representation Project impact and brand.

Program Management

- Manage day-to-day program activities, timelines and deliverables.
- Supervise Directors of Communications, Education, Partnerships, Development, and Distribution convening weekly status meetings, setting priorities and tracking progress.
- Report to President & CEO regularly and consistently, keeping her informed of key developments, challenges and opportunities for the organization.
- Prepare updates and reports as required for Board of Directors meetings.
- Play active role in The Representation Project's fundraising, donor/constituent cultivation and stewardship.

Program Tracking and Evaluation

- Design program-wide goals, benchmarks and metrics, integrating internal measures with grant-related reporting requirements.
- Manage an effective system of data collection on performance across programs for evaluation and strategic review and reporting purposes.
- Provide quarterly (or as needed) performance reports.
- Monitor expenditures compared to budget.

Information Systems and Legal

- Evaluate, propose and implement upgrades to IT systems, as needed, to support organizational efficiency and record-keeping.
- Liaise with legal counsel on any matters affecting the well-being of the organization, keeping CEO and Board apprised.

- Work with Director of Finance and legal counsel on any matters related to Human Resources

Analysis and Evaluation

- Prepare quarterly reports and analytics around performance.

Qualifications:

- Accomplished professional with 10+ years' experience leading successful teams, whether in grassroots, commercial or political settings on a national level.
- National non-profit/policy or political campaign leadership ideal.
- Excellent project and people management skills.
- Successful fundraiser.
- Out-of-the-box thinker, able to strategize and execute big ideas.
- Experience managing and cultivating high-profile relationships and partnerships.
- Superior written and verbal communication skills.
- Leader, motivator, team player.
- Bachelor's degree required. MBA a plus.

To apply, please email cover letter and resume, Subject: Managing Director, to dani@therepresentationproject.org.

Please: no phone calls.

Please note that due to our workload and staffing, only candidates selected for interview will be contacted.