



### **Full Time Executive Director, March for Life Education and Defense Fund**

*The March for Life Education and Defense Fund is a 501(c)(3) non-profit organization that coordinates the world's largest annual pro-life event and civil protest. Through the annual March in Washington, DC, marches in state capitals across the country, and through being the collective voice of Pro-Life marchers, on Capitol Hill, in the Media, and on social media every day of the year, the organization is uniquely positioned to build a culture of life. The organization is currently seeking to hire an Executive Director. This full-time in-person position has benefits and will report to the President.*

*As Executive Director, you will work closely alongside the President of the March for Life and your primary responsibility is the overall day-to-day direction of the organization, which includes overseeing the administration, programs and strategic plan of March for Life. As needed, this position will also include assisting the President with Development and Outreach activities.*

#### **Responsibilities include, but are not limited to:**

- Maintains broad working knowledge of all March for Life activities.
- Plans, organizes, and directs the organization's overall operations and programs.
- Ensures that the March for Life mission is fulfilled through implementation of the strategic plan.
- Assists with and reports on the organization's results for board of directors.
  - Attends Board meetings and provides updates to Board
- Provides leadership to and supervises March for Life staff to ensure appropriate support of March for Life work across all departments.
- Recruits and retains a diverse, highly qualified staff and volunteers by providing career coaching, growth opportunities, and personal development for workers.
  - With help of Director of Operations, manages Human Resource needs
    - With consultation of President, identify candidates, conduct interviews and hiring – including the collection and filing of necessary documents, and management of staff
    - Help retain staff.
    - Manage and oversee all payroll, healthcare insurance, retirement benefits, etc.
- Meets with Director of Development to update on organizational needs and assisting with development as necessary
- Oversight of all contracts by acting as the main point of legal contact with General Counsel and reviewing and approving all service contracts
- Provides general oversight and planning of components for the March for Life event in January and State March Programs to ensure cohesive execution of March for Life's strategic plan.
  - General Supervision of all aspects related to administration – legal, accounting, hiring
  - On the programmatic side, supervise (with the help of staff) livestream production, development campaigns, grassroots engagement, and operations to ensure unified messaging, identifying and assisting in the resolution of obstacles that affect the whole as they arise.
- Supervises financial operations of the organization.
  - Develops, implements, and operates within the annual budget (in conjunction with Director of Operations)



- Plans, prepares for, and participates in annual audit in conjunction with Board Treasurer and Director of Operations
- Manages all invoicing and donation transactions and processes
- Manages all accounts maintained through other financial institutions
- Ensures maximum resource utilization of staff
- Maintains an overall positive attitude and flexibility with regard to other miscellaneous tasks, editing, writing, etc.

**Qualification Requirements:**

- 10+ years of experience in related field
- Completion of Master's degree with demonstrated professional experience in administration and business management, preferred but not necessary.
- Proven track record of leadership in non-profit or for-profit organization.
- A team player, flexible attitude; willingness to “wear different hats” as needed to accomplish mission of the organization
- Excellent administrative and organizational skills including proficient computer skills in Microsoft Office Suite (Word, PowerPoint, Outlook, and Excel).
- Ability to multi-task with strong attention to detail
- Ability to work in a fast-paced environment with deadline driven timelines
- Ability to clearly articulate key messages
- Comfortable with public speaking and Board presentations
- Comfortable with development activities
- Demonstrates initiative and ability to inspire the team
- Passion for building a culture of life

Please send cover letter, resume, and (2) references with contact information by **Friday, April 22<sup>nd</sup>, 2022** to Margaret Youngblood at [MargaretYoungblood@marchforlife.org](mailto:MargaretYoungblood@marchforlife.org)