



Position Opening: Executive Director

The Alternatives to Marriage Project (AtMP) - a national nonprofit organization advocating equality and fairness for unmarried people, including people who are single, who choose not to marry, cannot marry, or live together before marriage - is seeking an Executive Director.

Founded in 1998, the Alternatives to Marriage Project is preparing to transition from a small, member-funded organization to a grant funded, policy-oriented organization with a larger staff and larger reach. This position would be ideal for someone seeking experience leading an organization through a period of significant growth and change and with a strong vision for a successful transition.

The Executive Director leads staff (currently one part-time assistant), consultants (currently a remote bookkeeper), and volunteers to accomplish the goals of the Alternatives to Marriage Project. S/he has the responsibility and authority for managing all activities of the organization while reporting to the Board of Directors.

Responsibilities

The Executive Director will be responsible for program management and administration in the following areas:

Fundraising: As the chief fundraiser for the organization, the Executive Director must both excel at, and enjoy, the work of raising funds. S/he will be involved in all facets of fundraising including cultivating and communicating with major donors, researching grants and writing proposals, and securing regular, small gifts from members. Members of the Board of Directors are also active fundraisers, and will need guidance provided by the Executive Director.

Communications: The Executive Director will maintain and expand an active communications program with the organization's constituencies, which include: academics and policymakers, allied organizations, members and donors, and the media. Comfort speaking publicly and in the media on behalf of the organization will be necessary. Some comfort with web-based technologies and good judgment about social media are essential.

Policy Analysis: The organization is committed to ending discrimination on the basis of marital status; achieving that will involve analysis of current laws and business practices, researching their impacts, proposing and advocating for alternatives. The Executive Director will be responsible for creating and leading these projects; it is anticipated that s/he will be assisted in this area by interns and volunteer researchers and, eventually, by grant-funded staff. The Executive Director must also communicate about these issues with policymakers, members, and the media.

Leadership/Management: Together with the Board of Directors, the Executive Director will develop and follow a strategic plan for achieving the organization's goals. S/he should have a vision for how the organization can best achieve its mission, be able to articulate that vision to the Board of Directors while recognizing that the board has final say over organizational strategy



and policy, and guide and motivate staff and volunteers in working to achieve that vision. Board members and volunteers are busy people, so project management (and willingness to nudge people) is required. As the organization grows, it is anticipated that additional staff will be hired, and their supervision will fall under the Executive Director.

Fiscal/Administrative Management: The Executive Director will ensure that the organization is on solid legal and financial footing by regularly filing all necessary legal and financial paperwork (including federal and multiple state filings) and preparing and adhering to the organization's budget with the assistance of the accounting consultant.

Work environment

The organization is currently based in Brooklyn, NY, but because of its national focus, can be relocated to anywhere in the country. Members of the Board of Directors and volunteers are located around the country as well, so collaborations are usually via phone and email. Although the majority of the Executive Director's time may be spent alone at a computer, personal interactions are a key aspect of this position. Personal fundraising, volunteer management and board management all require a large degree of confident self-expression; clear and tactful telephone and email skills required.

Qualifications

Required: Demonstrated ability to raise funds for a non-profit advocacy organization; commitment to the organization's mission and a vision for its achievement; excellent written and oral communication skills; ability to manage time effectively and juggle multiple projects; comfort with web-based applications.

Desired: Background in policy research and analysis; familiarity with statistics and/or understanding Census data; understanding of legal and/or societal discrimination faced by unmarried people; proven experience helping a non-profit organization expand in terms of staff and budget.

On-the-job training: recognizing that the best candidate's skills might be stronger in some aspects of the job than in others, the Board of Directors is willing to provide training personally or through the accounting consultant, to provide books and study guides, and/or to dedicate a minority percentage of the first year's hours and budget to attending training events.

The Alternatives to Marriage Project is an [Equal Opportunity Employer](#).

Compensation

Starting salary approximately \$30,000/year. This salary reflects the current size and scope of the organization. Understanding that the organization is in a transition period, the Board of Directors is committed to regularly reviewing the Executive Director's job description, performance and compensation.

To apply:

Please email your resume and cover letter (required) to jobs@unmarried.org by May 30th, 2011.