

Protect Minnesota and Protect Minnesota Advocacy Fund
EXECUTIVE DIRECTOR

Protect Minnesota has a long history of working to prevent gun violence in Minnesota. We started as Citizens for a Safer Minnesota in 1991 — a coalition of 16 statewide medical, public health, law enforcement, social justice and faith groups. We helped pass the first law in the country preventing domestic abusers from purchasing guns, which later became the model for the national law. In 2005, Citizens for a Safer Minnesota merged with Million Moms March Minnesota to create Protect Minnesota. Since then we have evolved into Protect Minnesota (c3) which leads our education, engagement and grassroots efforts and Protect Minnesota Advocacy Fund (c4) leading our electoral and political work.

At Protect Minnesota we are guided by our mission of promoting a culture of health and safety for all Minnesotans by preventing gun violence through research, legislation, education, and community investment. We promote preventative policy solutions to gun violence and mobilize our members to work for common-sense reforms. We educate people throughout our state about gun violence as a public health issue with public health solutions. We teach gun owners how to store their guns safely and parents how to ask about unsecured guns in the home. We work with mental health, suicide prevention, and public health professionals to address the need to get help for—and to keep guns away from—those vulnerable to suicide. Our goal is to raise awareness about the complex relationship between racial and economic disparities and gun violence, and partner with community stakeholders to create and implement solutions. We make information available to policy makers, legislators and the public, based on our original data analysis about gun ownership and gun violence in Minnesota.

Job Description

The Executive Director is the chief administrative and program officer reporting to the Boards of Directors (both the Protect Minnesota 501c3 Board and the Protect Minnesota Advocacy Fund 501c4 Board) and will have overall responsibility for ensuring the oversight and implementation of Protect Minnesota's community engagement, legislative strategy, outreach programs, and events.

The Executive Director's primary responsibilities include strategic planning, staff management, gun violence prevention advocacy and organizing, fundraising, financial management, membership development, and communications and media relations. The position additionally requires a close working relationship with a diverse array of community partners, organization funders, movement allies and other key stakeholders at the local, state, and national level. Other administrative duties include proposal writing, foundation and donor relations, personnel management, publicity, vendor relations, and business management.

The Executive Director will guide the growth and development of Protect Minnesota and Protect Minnesota Advocacy Fund, furthering our role as a leader in the Gun Violence Prevention movement in Minnesota.

KEY RESPONSIBILITIES

1. Financial Management and Oversight

- Develop and maintain sound financial practices for both organizations and related political action funds.
- Responsible for fiscal management that anticipates operating within the approved budget, ensures maximum resource utilization, identifies resources sufficient to ensure the financial health of the organization, and keeps the organization in a positive financial position.
- Work with the contract accountant and the Boards of Directors in preparing and implementing annual budgets that ensure a sustainable future for both organizations.
- Create and review monthly financial statements, which accurately reflect the financial condition of the organization.

2. Strategic Planning and Oversight

- Works closely with Boards and staff to create and implement a unified, long-range strategic plan that fulfills our missions and include goals and objectives for fund development, membership recruitment and program development.
- Works closely with staff to oversee and implement programs, community outreach, and legislative advocacy that align with the strategic plan and fulfill the organization's mission.

3. Program Management and Oversight

- Provide leadership in developing programmatic, legislative, organizational, and financial plans with the staff, and carry out plans and policies affirmed by the Boards.
- Maintain a working knowledge of significant developments and trends in gun violence prevention and related issues.
- Support program staff in setting program direction and carrying out program activities to reduce gun violence in Minnesota, including education, outreach, and events.
- Ensure programmatic activities are conducted in accordance with funder expectations.

4. Fundraising

- With the Development Committee, plan and lead fundraising efforts with individuals and institutions, to ensure long-term sustainability for both organizations.
- Oversee and organize all Protect Minnesota grants including drafting grant applications and issuing reports in a timely manner.
- Regularly engage with current and prospective key donors, providing continuity and updating information.
- Identify, research, and cultivate relationships with new prospects for major gifts from individuals, corporations, and foundations.
- Direct donor stewardship and acknowledgment efforts.
- Direct special fundraising events.
- Ensure that funder and donor information is captured accurately and that supporter data is well maintained in the CRM (Salsa and Salsa Engage).

5. Staff Management

- Recruit, hire, train, coach, manage, and review a team of professionals (including paid staff, consultants, and volunteers) to carry out the work of the organization.
- Maintain a high level of staff morale within the workplace, an organizational climate that attracts, keeps, and motivates a diverse team of effective people, and promote the personal and professional development of staff.

6. Legislative Activity and Oversight

- Ensure that Protect Minnesota and the Protect Minnesota Advocacy Fund maintain a highly effective presence at the Minnesota legislature and with other governmental entities, and that advocacy efforts are well-coordinated.
- Maintain relationships with and an awareness of the national gun violence prevention legislative and policy landscape.
- Work with appropriate staff, board members, lobbyists, and other stakeholders to develop a legislative agenda that furthers our mission and to execute plans and programs for appropriate legislative/advocacy activities.
- Advocate at the legislature, in the media and elsewhere to further our mission aligned legislative agenda.

7. External Relations and Membership Development

- Develop and maintain strong positive relationships with Protect Minnesota's network of organizational and individual stakeholders (funders, donors, partners, legislators, members, constituents, board, staff, board members, volunteers, law enforcement, community leaders, media).
- Connect with and cultivate relationships with local, state, and national stakeholders and continue to build our standing as a leader in the gun violence prevention movement in Minnesota.
- Enhance Protect Minnesota's credibility and reputation by being active and visible in the community.

8. Board Governance

- Communicate effectively with the Boards and provide, in a timely and accurate manner, all information necessary for the Boards to function properly and to make informed decisions.
- Assure that board members are informed about key issues, ongoing efforts and any areas of concern, and are invited to participate in actions and efforts that will foster the missions of Protect Minnesota and Protect Minnesota Advocacy Fund.
- Work with Board leadership to plan and facilitate meetings and assure follow-up as appropriate.
- Work with leadership to ensure alignment between the Protect Minnesota and Protect Minnesota Advocacy Fund Boards of Directors.

9. Communications and Media Relations

- Serve as Protect Minnesota's and Protect Minnesota Advocacy Fund's primary spokesperson and representative to the media, agencies, organizations, other coalition members, and the general public.
- Develop and manage creative promotional materials, printed and digital communications, website, and social media messaging.

- Develop media trust and connections.

10. Compliance

- Ensure compliance appropriate to the business and charitable interests of Protect Minnesota.
- Maintain knowledge regarding all issues related to operating a c3/c4 organization and related political funds.
- Maintain all financial, grant, personnel, and other organizational records.

SKILLS AND QUALIFICATIONS:

The Executive Director should have the following skills and characteristics:

- Minimum of 5 years of professional experience as a senior leader, executive director, or equivalent.
- Experience in leadership development and building a membership base, both in-person and digitally.
- Grant writing experience and fundraising experience in political campaigns and/or nonprofits, including 501c3 and 501c4 organizations.
- Proven managerial, problem-solving, strategic planning, budgeting, communications, and fundraising experience in the nonprofit sector.
- Credibility and experience to strengthen community ties and connect to new resources and opportunities.
- Excellent understanding of legislative processes at the local and state levels.
- A successful track record in creating and implementing programs, including program evaluation measures
- Proven experience and ability overseeing and supporting staff.
- Experience creating and sustaining partnerships and collaborations. Candidates who excel at building sustainable movements are encouraged to apply.
- The ability to effectively represent our organizations to a broad public.
- Strong interpersonal and communication skills, experience meeting deadlines, and the ability to manage many tasks and teams simultaneously.
- Proficiency with office tools such as Microsoft Office, Google Suite, database software, and constituent contact software
- An understanding of gun violence as a racial justice and human rights issue
- A passion for gun violence prevention.

COMPENSATION AND BENEFITS:

The starting salary range for this role is \$75,000 - \$85,000. Benefits include 80% of health care coverage costs for staff and 40% for their family, two weeks paid vacation time, sick and safe time, and all federal holidays off, plus a flexible work schedule and the ability to work primarily from home, particularly in response to COVID-19.

HOW TO APPLY:

Please send your resume and cover letter with *Executive Director Search* in the subject line to board@protectmn.org. Review of resumes will occur on a rolling basis, with an application deadline of **Friday, October 23, 2020**. The ideal start date for this position will be December 2020.

Applicants for this position can be based anywhere in Minnesota. Regular travel will be required to our Minneapolis office and elsewhere around the state.

Protect Minnesota is an equal opportunity employer. We encourage Black, Indigenous and people of color, women, gender nonconforming folks, people with disabilities, immigrants, and others to apply for open positions. We do not discriminate on the basis of race, ethnicity, color, religion, gender, gender identity, sexual orientation, disability, national origin, age, marital status, veteran status, or any other characteristic or activity protected by federal, state, or local law.