

Annie's List Executive Director

Position Specification Austin, TX

April 2022





Executive Director

Reporting To	Annie's List Board of Directors
Direct Reports	Political Director, Director of Communications, Director of Development
Location	Austin, TX

Annie's List

<https://annieslist.com>

Annie's List was founded in 2003 with a mission to recruit, train, support and elect pro-choice, progressive women up and down the ballot in Texas. Its vision is to achieve equity for women by changing the face of power in Texas. Since its founding in 2003, Annie's List has raised more than \$20 million, elected more than 160 pro-choice, progressive women across the state and trained thousands more candidates, staff, and advocates to run for office or run effective campaigns.

Annie's List consists of two arms:

- Through its Political Action Committee, it recruits, supports and elects pro-choice women who are dedicated to advancing the self-determination, health, safety and financial security of Texas families.
- Through the Annie's List Training and Engagement Fund, its 501(c)4 entity, it advances the participation of women in the political process in Texas by providing training and engagement opportunities and advocating for reproductive and social justice for Texas women, children and families.

Annie's List promotes a progressive agenda that:

- Protects the full range of sexual and reproductive healthcare for all Texans, including abortion care;
- Provides affordable and accessible health care for all Texas families;
- Protects equitable and convenient ballot access, and the inclusion and protection of marginalized and disenfranchised Texans in all aspects of public life;
- Creates equitable economic opportunities, wages, and working conditions for all Texans;
- Prevents violence against women and children and assists survivors;
- Supports high-quality and accessible public education for all Texans, pre-K through college.
- Protects clean air, safe drinking water, and a healthy community for all Texans; and ensures the equitable application of due process and a fair justice system.



Under the leadership of Annie's List's recent Executive Director Royce Brooks, the organization grew programs and impact substantially. As Annie's List approaches its 20th year, the organization find itself in a period of transition and on



the precipice of significant growth. It now seeks its next Executive Director who will continue the fight and lead the organization into its next phase of progress.

Scope and Responsibilities

Reporting to Annie's List's Board, the Executive Director will be a visionary leader who is future-focused, a convener of ideas and a capable and inspiring team leader. The Executive Director has overall accountability, responsibility, and authority for the management of the business and affairs of Annie's List. Annie's List's PAC operates under the governance of the PAC Board of Directors, while Annie's List Training and Engagement Fund (ALTEF), Annie's List's 501(c)4 entity, operates under the governance of the ALTEF Board of Directors.

Specific Responsibilities

- Work with each entity's Board of Directors to develop the strategic direction of Annie's List. Implement and ensure its effective operations and keep each Board of Directors informed in a timely manner of Annie's List progress towards or material deviation from the strategic goals.
- Develop each Annie's List entity's annual business plan with approval of each respective Board of Directors. This responsibility includes securing approval of financial and budget requirements to achieve the plan.
- Actively engage and collaborate with Board members, staff, volunteers, partner organizations, and funders.
- Provide visibility for the organization and be the spokesperson of Annie's List, representing its mission, values, and expertise to internal and external audiences.
- Working with all types of media, elevate the presence and brand awareness of Annie's List at the local, state and national levels.
- Execute the Annie's List fundraising plan. Cultivate new and existing major donors and keep them apprised of Annie's List programs and activities. Build and strengthen a sustainable pipeline of donors for the organization.
- Manage organizational budget and ensure the efficient use of resources. Use fundraising and political metrics to adjust budgetary decisions as needed.
- Oversee the management of staff, support their professional development, as well as a sustainable and inclusive environment. Evaluate staff performance and recommend the compensation levels for staff.
- Work with key stakeholders to develop relevant programs; commission and analyze research to inform strategy, as appropriate.
- Create and implement a communications plan, in partnership with staff, to promote the work of Annie's List and affiliated candidates.
- Build strong relationships and strategic partnerships with key allies across the state and nationally. Convene coalitions and serve as a liaison to ensure that Annie's List's impact reaches as far as possible.
- Oversee the planning and implementation of training, outreach, voter engagement, and other programs, as appropriate.
- Cultivate and maintain strong relationships with organizational stakeholders across Texas, including current and former board members, donors, volunteers, staff, elected officials, candidates, training participants, and allies.
- Design appropriate systems and controls to identify and mitigate risks, which may include financial, compliance, and reputational risks.
- Convey a professional and positive image and attitude regarding Annie's List and the political and elected public service sectors.
- Comply with applicable laws and regulations, as well as the Code of Business Conduct and Ethics.



Key Selection Criteria

- Relevant leadership experience in the fields of political campaign management, fundraising, and/or communications.
- Experience working in Texas political campaigns or related efforts; knowledge of the state's political environment and networks.
- Proven experience in management, administration, systems development, and budgeting and staff management.
- Demonstrated donor cultivation and fundraising experience and budgeting and mentoring young professionals.
- Experience cultivating initiatives that foster equity and inclusion.
- Experience supporting and managing a Board.
- Political and/or campaign experience at the federal or state level.
- Willingness and availability to travel for work.
- A deep commitment to equity and inclusion.
- An ability to guide and empower a dynamic team and serve as an effective internal collaborator.
- An ability to cultivate effective relationships with a wide variety of stakeholders (donors, staff, corporate sponsors, government officials, audiences, the national and international arts community, the media).
- At least 10 years of relevant experience.

Personal / Professional Attributes

- Vision, an ability to see potential and develop plans to expand an organization's impact.
- Demonstrated passion for reproductive rights and women's involvement as candidates, in campaigns, and throughout the political process.
- Leadership skills; a flexible self-starter who is nimble and able to navigate thoughtfully with multiple competing demands.
- Creative, strategic, visionary thinker who's also able to attend to detailed and complex problems.
- Excellent communication skills with a broad range of constituents.
- A collaborative, solutions-oriented work style that demonstrates initiative and sound judgment.
- Organizing skills necessary to build and grow the organization's relationship with ally groups, elected officials, volunteers and donors.
- An ability to make persuasive presentations to assist in the development of relationships for Annie's List.
- Self-awareness and a combination of confidence, political savvy, and a sense of humor.
- An authentic commitment to Annie's List work as well as to the health and wellbeing of the people of Texas.

Compensation

Compensation will be in the \$120,000-\$150,000 range with strong benefits.

Contact Information

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