



## **ORGANIZATIONAL OVERVIEW & BACKGROUND**

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The Funders' Committee for Civic Participation (FCCP) exists to promote civic participation as a key to making our democracy work. We serve leaders in the philanthropic community working to further this vision with heightened attention to issues of equity and historically disenfranchised and underrepresented communities. Our members support non-partisan efforts to engage voters, eliminate structural barriers to voting, advance reforms to improve government and electoral systems, and inspire public involvement in civic life.

As a member-driven and field-informed philanthropic affinity group, FCCP neither gives grants nor carries out the on-the-ground democracy-building work that its members fund. Instead, FCCP strengthens civic engagement grantmaking practices by providing funders with a community in which to build connections, a stage for showcasing innovations, a forum for strategic dialogue, and a resource for civic participation research, tools and news. The organization was established in 1983 as the "Ad Hoc Funders' Committee for Voter Registration and Education" and has grown into a national membership-based philanthropic affinity group which enjoys support from more than 70 institutional members and dozens of additional philanthropic colleagues and affinity group partners who regularly participate in its programming. FCCP became staffed full time starting in 2006 with the hiring of its first and current Executive Director.

FCCP advanced effective voter registration philanthropy in the 1980s; supported campaign finance reform in the 1990s; and explored new voting technologies, voter engagement strategies and election administration reforms in the 2000s. Today, FCCP serves a growing number of funders working to ensure that historically disenfranchised and underrepresented communities have a lasting voice in our democracy. Through its robust program of webinars, convenings, working groups and co-sponsored events, FCCP informs and supports the efforts of current civic engagement funders while exposing new funder audiences to the importance of civic engagement as a strategy for advancing policy change on the issues they care about.

The organization is supported by four full-time equivalent staff and an active steering committee made up of ten philanthropic professionals. Public Interest Projects serves as FCCP's fiscal sponsor, providing financial oversight, technical assistance and human resources support. FCCP's main office is currently in Portland, Oregon with an additional staff member in New York.

For more information, please visit FCCP online at [www.funderscommittee.org](http://www.funderscommittee.org)

## **POSITION DESCRIPTION**

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FCCP just celebrated its thirtieth anniversary and is seeking a new Executive Director to lead a vibrant network of grantmakers who are passionate about realizing the collective vision of a just and inclusive democracy for all. In keeping with our culture, FCCP seeks a leader who will foster the learning community that is FCCP. This is a hands-on position that includes an emphasis on strategy development, program implementation and community building among members and across affinity groups.

Exemplary communication skills are essential for success in this position. The ideal candidate will also be highly organized, detail oriented and able to work on multiple projects within specific

timeframes with varying deadlines. The Executive Director will be a strategic thinker and doer who can help lead the civic engagement funding field toward more impactful efforts. With a ten-member Steering Committee and a staff of four, the Executive Director will lead a full spectrum of strategies that demonstrate to current and new funder audiences the importance of funding civic engagement as a tool for making democracy work.

## **ESSENTIAL RESPONSIBILITIES**

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### **I. Organizational Vision and Leadership**

- Provides leadership in the development, planning and implementation of short-term and long-range programming that builds and sustains the organization.
- Oversees the development, implementation, and evaluation of programs, products, and services that successfully advance FCCP's mission.
- Provides leadership and support to Steering Committee and staff on matters related to national, regional and local trends in civic/voter engagement.
- Communicates regularly with Steering Committee members and implements governing directives, policies and procedures.
- Supervises staff and oversee the work of consultants to ensure achievement of contractual goals and objectives.
- Explores new methods for measuring FCCP's impact.
- Ensures that the organization's programming, steering committee, membership, staff and ad hoc committees reflect the organization's commitment to diversity.

### **II. Program Direction**

- Works with program staff to oversee the planning, development, implementation, and evaluation of all FCCP programs including briefings, convenings, working groups and special projects.
- Supports funder efforts to remove barriers which keep marginalized communities from participating in the decision-making processes that affect their lives.
- Supports essential partnerships and funders in the field.
- Works with the Steering Committee to implement the organization's vision and plan the strategic focus of the programming.
- Cultivates and maintains effective relationships with sister affinity groups, regional associations of grant makers, and other philanthropic trade institutions.
- Stays abreast of issues and trends that help the funders increase the impact of their work.

### **III. Communications and Membership**

- Oversees and evaluates membership recruitment and retention strategies, including database, membership materials, and member services.
- Cultivates and maintains effective relationships with members.
- Serves as a spokesperson for FCCP, representing the organization with members, partners, practitioners and other key audiences.
- Communicates regularly with Steering Committee members, staff, members and others throughout the country via electronic and other means of communication.
- Recruits, retains, and expands FCCP's membership base.
- Continually researches best practices and shares them effectively with constituencies.

#### **IV. Development, Financial Systems and Supervision**

- Manages all aspects of fundraising, serving as the point person for donor cultivation; participates in, and oversees, gift solicitation strategies.
- Works with Steering Committee to support and advance development goals.
- Develops, monitors, and manages organizational budget and oversees financial performance.
- Undertakes comprehensive fund development efforts to ensure the long-term financial health of FCCP.
- Maintains effective relationship with fiscal sponsor (Public Interest Projects).
- Conducts annual staff reviews and makes staffing decisions.

### **MINIMUM QUALIFICATIONS**

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#### **Qualifying Skills and Attributes**

- Minimum of 8-10 years of leadership experience in the field of philanthropy, advocacy and / or organizing.
- Comprehensive knowledge of the field of civic engagement.
- A proven track record developing and implementing strategic programs. An ability to balance big-picture thinking with daily responsibilities of running an organization and hands-on program work.
- Demonstrated success in staff leadership, fundraising, partnership development and financial management.
- Experience with nonprofit management and board development.
- Ability to grasp nuances of issues and relationships while maintaining a high degree of professionalism, confidentiality and accountability.
- Strong interpersonal relationship building and leadership skills. High emotional intelligence.
- Demonstrated commitment to social justice.
- Exemplary communication skills.
- Willingness and ability to travel locally, regionally and nationally, when needed.
- Understanding of how to successfully work with staff remotely in multiple locations.
- Bachelor's degree preferred; advanced degree a plus.

## GUIDELINES FOR APPLICANTS

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For full consideration for this position, all of the following materials must be received no later than **5:00 p.m. CST on October 10, 2014** along with the following:

- A letter describing your qualifications for the Executive Director position and your interest in FCCP;
- A description of your salary parameters;
- A detailed and updated resume and
- The names of, your relationship to, and contact information for three professional references.

Please email: [FCCP@leadingtransitions.com](mailto:FCCP@leadingtransitions.com)

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The Transition Committee plans to have this position filled in January 2015.

*Please note:*

*References will not be contacted until a candidate has been notified.*

*Background checks will subsequently be performed, with candidate permission.*

Position location: FCCP is flexible about its next main office geographic location.

**Public Interest Projects and FCCP are equal opportunity employers. Applicants are considered for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.**