

# Executive Director Position Description

## Funders' Committee for Civic Participation (FCCP)

Position location: Virtual

### ABOUT FCCP

The [Funders' Committee for Civic Participation](#) (FCCP), and its 501(c)(4) affiliate [Funders' Committee Action Fund](#) (FCAF), is a network of grantmakers and philanthropy practitioners that share a deep underlying conviction that all people deserve a voice in our democratic process. FCCP seeks a society where everyone has the power to make a difference on issues that impact their lives, a culture of participation that inspires their engagement, and an open and equitable democracy which offers meaningful opportunities to exercise their voice.

We are committed to practices in civic engagement and philanthropy that further racial justice for Black, Native, and people of color and that center those most often sidelined in our democracy: communities of color, LGBTQIA communities, and immigrant communities.

FCCP serves leaders in the philanthropic community who work to further our shared vision by:

- Driving resources to power-building, participation, and democracy groups;
- Building relationships that lead to coordination and collaboration;
- Strengthening grantmaking practices; and
- Providing a dynamic learning community to inform funding strategies.

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 with heightened attention to issues of equity and historically disenfranchised and underrepresented communities.

Since its founding in the 1980s, FCCP programming has evolved as the needs and priorities of the civic participation community and of philanthropy have also evolved. When it was founded, there were fewer than 20 foundations in the country focused on general citizen

participation grantmaking; today, the network alone is more than 100 members strong funding across 45 states and two territories. From individual family foundations and national grantmakers to state funding collaboratives, FCCP members come in all forms with varying priorities and experience in the civic participation space.

FCCP is a philanthropy-serving organization supporting institutions, organizations, and advisors who are committed to working more strategically together to address the systemic inequities that keep marginalized communities from having a lasting voice in our democracy. It is a fiscally sponsored project of NEO Philanthropy, Inc., a 501(c)(3) public charity committed to building strong social justice movements. Fiscal sponsorship at NEO Philanthropy allows FCCP to focus on its programmatic work while its sponsor handles the financial, human resources, and legal elements.

FCCP's 2021 budget is \$1.2M, around  $\frac{1}{3}$  of which comes from membership dues and the remainder from grant support and conference sponsorships. Its current staff is 5 FTE.

For more information about FCCP, please visit its website at <https://funderscommittee.org> and FCAF at <https://fcfund.org/>

## Position

The next Executive Director of FCCP/FCAF will provide strategic and forward-thinking leadership to take the organization to the next level. With aspirations to deepen membership engagement and impact, the Executive Director will lead the charge to ensure FCCP is at the forefront of the democratic and philanthropic communities.

Reporting to the Advisory Board and working closely with its Co-Chairs, the Executive Director will represent FCCP to its membership and in the broader civic and philanthropic communities. They will have leadership responsibility for FCCP's programs, fundraising, events, advocacy efforts, and staff. Along with fiscal sponsor NEO Philanthropy (NEO), they will oversee the organization's administration and finances. They will manage and support FCCP's staff, located across the country, to advance the mission.

The Executive Director will be instrumental in helping FCCP further strengthen its position as a leader and convener and will deepen relationships with its diverse community. While the Executive Director of FCCP does not manage a fund or act as a grantmaker, they will show flexibility to advance the mission while meeting members' needs and creating an environment conducive to learning and collaboration. Given the ever-changing landscape of philanthropy, the Executive Director will partner with the Advisory Board, staff, and members to cement FCCP's role in the sector and build a plan to achieve increased impact and action.

Key metrics for success in this role includes:

- Partnering effectively with the Advisory Board, staff, NEO (as the fiscal sponsor), philanthropic members and civic engagement practitioners and infrastructure organizations to evolve FCCP's strategy and achieve greater organizational impact;
- Along with the Advisory Board and staff, developing a vision for FCCP to remain critical to the learning and development of its members;
- Ensuring FCCP's values and commitment to diversity, equity, inclusion, and justice remain a focus of the organization internally and in the community to advance democratic outcomes nationally; and
- Successfully building and managing FCCP's team and partnering effectively with NEO on all operational and finance related matters.

## **Responsibilities & Qualifications**

The Executive Director will be a champion of equity, democracy, and civil society. The Executive Director will have the skill and enthusiasm to remain at the forefront of the sector and to develop new and unique opportunities to serve the mission of FCCP. The Executive Director will have a track record of advancing diversity, equity, inclusion, and justice, and a commitment to these values within FCCP's internal organization, its programs, and its work with the broader community.

The Executive Director will serve as an ambassador for FCCP. They will know how to help push forward strategic initiatives with disparate constituents. The Executive Director will be credible when representing the organization in the national democratic and philanthropic arenas and will be effective at conveying FCCP's mission and vision and bringing philanthropic partners along. The Executive Director will be able to generate support (financial and participatory) from the membership and additional stakeholders.

The Executive Director will be a strategic and results-oriented leader who will guide FCCP to deepen its work as a convener, catalyst, and thought partner to the member foundations. They will be skilled at building effective relationships at multiple levels within a complex environment.

The Executive Director will travel willingly and often to engage with FCCP members and stakeholders, represent FCCP at key conferences, meetings, and convenings, and connect with FCCP staff.

The Executive Director will be an experienced manager who engenders trust in the staff through a progressive management style, helps them achieve their potential, and holds them accountable. The Executive Director will be an inspirational and team-focused leader

of unquestioned integrity, ethics, and values; someone who can be trusted without reservation.

A successful candidate has a demonstrated commitment to advancing racial justice and equity and the skillset to turn that commitment to action. She/he/they likely have a breadth of experience in the philanthropic sector, from roles such as foundation/funder staff, fund advisor, staff at a philanthropy-serving organization (PSO), or director-level non-profit civic engagement organization staff. They have an understanding of the civic engagement ecosystem and may have direct work experience in the democracy landscape.

They are effective at communicating across platforms and settings, building authentic one-on-one working relationships, and inspiring groups of people. They are organizers, capable of listening to where members and practitioners are, and helping guide organizations, resources, and people towards a vision. They know the importance of organizational management and prioritize it. They have a track record of fundraising or otherwise organizing resources for impact. They likely understand the differences between 501(c)(3) and 501(c)(4) organizations and how to maximize their effectiveness. They may have experience with strategic planning, event planning, and managing remotely.

## What Else You Should Know

FCCP is a fiscally-sponsored project of NEO Philanthropy. FCAF is a fiscally-sponsored project of NEO Philanthropy Action Fund. FCCP does not maintain in-person offices. Any decision to maintain an in-person office and on-location staff will be determined in partnership with the FCCP Co-Chairs and Advisory Board.

**This position is full-time and based virtually.** Post-COVID, it requires frequent travel (approximately 2-4 times per quarter) for meetings, conferences, advisory board and staff meetings, and member engagement.

The salary range for this position is \$140,000-175,000. Benefits include medical, vision, and dental coverage, generous paid leave, and an employer contribution to your retirement fund.

FCCP is an equal opportunity employer and we value having staff who come from communities that are most impacted by our issue. We deeply encourage people of color, LGBTQIA people especially those who identify as transgender and gender non-conforming, and people with disabilities to apply.

## Contact & Schedule

[For The Culture](#), a women of color-owned equity and culture shift firm, has been retained to manage the logistics of this search. All contact for this position, including questions and needs for clarification, should be directed to [edsearch@funderscommittee.org](mailto:edsearch@funderscommittee.org). **To apply for this role, please submit a resume and cover letter in PDF format.** If making a recommendation, please submit the name, email and briefly describe the qualifications of the potential candidate. All inquiries and discussions are considered strictly confidential.

FCCP will begin reviewing applications and scheduling interviews the week of March 1 and the position will remain open until filled. If selected for an interview, candidates will be asked for references and work samples.