

JOB ANNOUNCEMENT



DEPUTY EXECUTIVE DIRECTOR

The Deputy Executive Director will advance the Funders' Committee for Civic Participation (FCCP) and our C4 sister organization, Funders' Committee Action Fund (FCAF), civic participation and power agenda through a racial justice and equity lens. The Deputy Executive Director is responsible for overseeing programs, communications and operations. The Deputy Executive Director will also work closely with the Executive Director to cultivate and steward relationships with the Advisory Board, members, funders and other key or prospective stakeholders. This position reports directly to the Executive Director, who is responsible for the overall leadership and oversight of FCCP and FCAF.

ABOUT FCCP

FCCP is an innovative and thought-provoking network that shares an underlying conviction that all people deserve a voice in our democratic process. Our organization serves 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 advance racial equity, eliminate structural barriers to civic participation, advance reforms to improve government and electoral systems, engage voters, and inspire public involvement in civic life.

FCCP is a modern affinity group that supports and drives our members to effectively support the non-profit community to create a society where the people have the power to make a difference on issues that impact their lives and communities, a culture of participation that inspires civic engagement, and an open and equitable democracy which offers meaningful opportunities to exercise their voice.

Our rapidly growing membership includes over 100 grantmaking institutions representing over \$700 million in annual grantmaking to the field. We are fiscally sponsored by NEO Philanthropy, a 501(c)(3) public charity that operates grantmaking, technical assistance and strategic planning programs for institutional and individual donors interested in civic engagement, social justice and human rights issues.

JOB DESCRIPTION

The Deputy Executive Director will support leadership, staff, Advisory Board and members to ensure the success of FCCP and FCAF. The duties of this position will include, but are not limited to:

ADMINISTRATION (50%)

- Management of all personnel related activities, to include recruiting, hiring, evaluating, promoting, terminating and compensating staff within the approved budget, guidelines and/or policies of FCCP. Provide adequate training and mentorship to assure growth and development of staff expertise.
- Responsible for oversight of all programs, communications, and operations. Ensure consistent production of high-quality effective work products and regularly look for opportunities to improve processes, program activities, and organizational impact.
- Stay knowledgeable about immediate and long-term commitments and plans; identify conflicts, flag problems for intervention and, where appropriate, independently rectify issues.
- Work with the Executive Director, staff and Advisory Board to develop a strategic vision, plan and funding goals.
- Support and engage in fundraising with the Executive Director, Advisory Board and development department, including assisting with grant writing and reports, and funder or major donor meetings. Review and approve funding proposals and reports.
- Support the Executive Director with cultivating and stewarding key relationships with FCCP/FCAF Advisory Board, funders, members, and other important stakeholders.
- Working with the Executive Director and Advisory Board Treasurer, responsible for supervising fiscal and budgetary matters, including annual budget preparation, long-term fiscal planning, and timely financial and operating reports.
- Represent the Executive Director, when appropriate, and ensure continuity in communication with the staff, Advisory Board, members, funders/donors, program partners, and other key stakeholders.
- Ensure all resources are managed to effectively support current operations and strategic goals.
- Other important responsibilities as assigned by the Executive Director.

STRATEGIC PROGRAMS (45%)

- Oversee development and direction of programs that leverage educational and advocacy opportunities within the philanthropic community.
- Advance strategies that will have an impact on the civic participation and power landscape— with a particular lens to uplift historically disenfranchised communities.
- Work with the Executive Director, program and development staff, and the Board subcommittee to develop the most impactful program activities that align with our strategic plan.
- Oversee all issue campaigns and organizational support programs, to include evaluating for effectiveness and impact.
- Shape key policy initiatives and program activities, to include research, analysis and reporting on emerging issues, that will break down the barriers to fair representation and full participation.

- Serve as a highly visible spokesperson for FCCP/FCAF, to include regularly engaging in strategic forums, policy discussions, and media opportunities, where appropriate.

SPECIAL EVENTS (5%)

- Oversee execution of the Executive Director and the Convening Planning Committee’s vision for FCCP’s annual convening. Working closely with development and program staff, supervise the design and development of convening strategies.
- Working with the Executive Director and Advisory Board co-chairs, help manage program planning and logistics for FCCP’s quarterly Advisory Board meetings and annual retreat. These meetings may be in-person or remote.
- Attend and represent the organization at convenings, conferences, meetings, and various other events.

QUALIFYING SKILLS AND ATTRIBUTES

- Commitment to racial justice and equity, building BIPOC power and a multiracial democracy.
- Demonstrated progressive senior-level leadership at a philanthropy serving organization, nonprofit, foundation, or other relevant organization to include staff supervision, program development and fiscal responsibility. Leadership role in social justice is a plus.
- Must be effective, creative, flexible, organized, a problem solver, emotionally intelligent, and have team-oriented management skills, sound judgement, high standards of excellence and the ability to multitask competing priorities.
- Exceptional interpersonal skills including mentoring staff and conflict resolution. Ability to build and nurture an inclusive, positive, collaborative and productive remote work environment.
- Possess the ability to analyze and communicate, verbally and/or in writing, complex issues to various audiences. Proficiency with Microsoft Office and Google suite applications is a plus.
- Ability and willingness to periodically travel, work nights and weekends.

COMPENSATION & LOCATION

The salary range for the role is \$135,000 - \$150,000. FCCP offers an excellent benefits package that includes medical insurance, paid time off, and employer-paid contribution to retirement. This is a remote position that may require periodic travel and is a supervisory role.

APPLICATION INSTRUCTIONS & PROCESS

Applications are accepted and reviewed on a rolling basis. To be considered, please send a cover letter, resume, and two writing samples to jobs@funderscommittee.org and include “Deputy Executive Director” in the subject line.

FCCP is an equal opportunity employer that values an inclusive and multicultural working environment. Applicants of diverse backgrounds are encouraged to apply. We prohibit discrimination against any

employee or applicant for employment based on race, color, religion, creed, gender, national origin, age, disability, sexual orientation, sex (including marital and parental status), gender identity and expression, economic status, ethnic identity, veteran's status, or any other legally protected status.