



FOR REPRODUCTIVE EQUITY

Executive Director Job Description

Organization: The Lilith Fund for Reproductive Equity, a nonprofit, was founded in 2001 to raise money to help people in Texas pay for a safe and legal abortion when they cannot afford it. Lilith Fund runs a volunteer hotline (open 3 days a week) where people needing help may call to seek assistance for abortion.

In 2014 our budget grew to \$184,000. We heard from 3,700 people in need, served 1,225 clients and issued 883 vouchers, providing nearly \$140,000 in direct assistance. Please see more about our organization at www.lilithfund.org

Position: The Executive Director (ED) reports to the Board of Directors, and is responsible for the organization's consistent achievement of its mission and financial objectives, ensuring that our vision, mission and funding priorities respond to current community needs. The ED will have overall strategic and operational responsibility for the Lilith Fund hotline and staff, as well as expansion and execution of its mission. S/he/they/it will initially develop and expand deep knowledge of reproductive access, abortion funds, the Lilith hotline, and the status of Texas abortion legislation.

Roles & responsibilities:

Leadership & Management

- Advocate for reproductive justice and abortion access; Comfort with public speaking & presence - Act as “the face” of Lilith Fund
- Participate in reproductive rights and justice movement building initiatives; collaborate with existing partners and develop new relationships in service area communities
- Coordinate all functions of the organization including programmatic, management, and administrative aspects of the organization
- Ensure ongoing programmatic excellence, rigorous program evaluation, and consistent quality of finance and administration, fundraising, communications, and systems; recommend timelines and resources needed to achieve the strategic goals
- Provide support and coordination for Lilith Fund board members and board activities
- Actively engage and energize Lilith Fund volunteers, board members, event committees, alumni, partnering organizations, and funders

Fundraising & Communication

- Ensure that sufficient funds are available to meet LF’s budget and hotline program
- Expand fundraising activities to support existing program operations
- Deepen and refine all aspects of communications—from web presence to external relations with the goal of creating a stronger brand

- Build relationships with supporters, networks, organizations, and others important to Lilith Fund's growth and success

Desired Experience:

- Evidence of commitment to diversity and demonstrated experience organizing in low-income communities and communities of color
- Demonstrated experience in nonprofit management and program management
- Demonstrated experience working on reproductive justice issues within a social change oriented framing
- Demonstrated commitment to quality programs and data-driven program evaluation
- Excellence in organizational management with the ability to coach staff, manage, and develop high-performance teams, set and achieve strategic objectives, and manage a budget
- Strong written and verbal communication skills with demonstrated ability to clearly articulate ideas in relation to programmatic and organizational goals and purpose; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills
- Communicate with the Board President and board executive committee via email, telephone, and in person in an effective manner
- Program "Technology": The hotline is entirely cloud based. A candidate must demonstrate broad experience with some combination of: Google docs, Office, task management software and social media.
- Fundraising "Technology": Experience with nonprofit bulk email, interactive marketing, and donor management software
- Experience with confidential information management
- Demonstrate community building at all scales: individual, small organizations, and government and experience building teams with a real commitment to collaboration.
- We run both a Spanish and English hotline. Preference given to candidates with some fluency in both languages.
- **Strong preference for candidates with work experience in Texas.**

Lilith Fund is an equal opportunity employer. We seek to build and maintain a diverse and inclusive team with regard to race, culture, ethnicity, class, religion, physical ability, age, gender, and sexual orientation.

As an organization working in solidarity with the reproductive justice movement, Lilith Fund is committed to fostering the leadership of people of color, Native people, immigrants, refugees, low-income people, LGBTQ+ people, trans people, women, people with disabilities, teenage parents, people who were formerly incarcerated, people who have received funding for abortions, and people living in the many intersections of these experiences. We strongly encourage people from these communities to apply.

To apply for this position:

Email us at info@lilithfund.org with your resume, cover letter and salary requirements. This position will entail travel as well as some evening/weekend obligations. Please put "Executive Director" in the subject line of the email. Applications will begin to be reviewed on August 3, 2015. The position will remain open until filled. For more information, contact us at info@lilithfund.org.