



**Feminists Choosing Life of New York, Inc., Immediate Opening, Executive Director**  
**Qualified, Interested Applicants: Email, Cover Letter, Resume, [info@fclny.org](mailto:info@fclny.org), (716) 864 1454**

Feminists Choosing Life of New York (FCLNY) seeks a mission-driven, experienced leader to serve as Executive Director. FCLNY is an expanding statewide human rights, tax-exempt nonprofit dedicated to promoting the Consistent Life Ethic and addressing the root causes and impacts of publicly sanctioned lethal violence.

### **Position Overview**

Position requires a dynamic, committed leader, passionate about advancing the Consistent Life Ethic and FCLNY's impacts and influence. The ED will be based in Rochester, NY, report to a robust board of directors, and have overall management responsibility, with the expectation to grow FCLNY's budget, board, staff, public support and impact. In addition to a supportive Board of Directors, FCLNY has Special Board Committees, an Advisory Board of Directors, full and part-time support staff, and an annual budget of approximately \$265k. FCLNY fulfills its mission through seven program initiatives: Community Encounters, Scholarly Events, Film Involvement, Media Outreach, Grassroots Campaigns, Projects that Empower and Legislative Advocacy.

### **Core Responsibilities/ Expectations**

#### **1. Leadership & Strategy**

- **Vision & Mission Leadership:** Ensure that FCLNY stays true to its mission and vision while directing efforts to expand its impact.
- **Strategic Planning & Initiatives:** In collaboration with the Board of Directors, lead the development of FCLNY's strategic plan, including communication and branding strategies, mission driven program initiatives and goals, key objectives, measurable outcomes, and milestones for growth and impact.
- **Team Leadership:** Manage and motivate staff and volunteers to help fulfill FCLNY's goals. Foster a collaborative, results-driven work environment, while championing accountability, recognizing positive contributions, and mentoring future leaders to grow FCLNY.
- **Community Engagement & Advocacy:** Act as the public face of FCLNY, representing the nonprofit in community, government advocacy, and media contexts.

#### **2. Program Oversight & Delivery**

- **Program Initiatives & Goals:** Implement, oversee and evaluate program initiatives and goals.
- **Timely Progress and Program Efficacy:** Ensure timely progress toward achieving program goals, while confirming programs are effective, evidence-based, and aligned with the nonprofit's mission.
- **Resource Development:** Identify new opportunities for programs, donor relationships and partnerships that can expand and enhance FCLNY's impact.
- **Monitoring & Evaluation:** Collect and analyze metrics and data to evaluate programmatic impacts, and to improve and refine FCLNY's program reach.
- **Legislative Advocacy:** Ensure lobbying registration and compliance, including tracking and reporting lobbying activities to appropriate governing entities.

### 3. Fundraising & Financial Management

- **Fundraising:** Lead fundraising efforts, including grant writing, direct mail and on-line appeals, donor cultivation, event planning, and other fundraising activities to ensure financial growth and sustainability.
- **Financial Development & Oversight:** Actively engage in complex fiscal management through hands-on budgetary development, oversight. Routinely report to Board program activities and expenditures per approved budget. Work w/ Board treasurer, bookkeeper, and independent accounting firm to ensure financial transparency, accountability, and timely filing of annual IRS Form 990, NYS CHAR 500.

### 4. Board Governance & Support

- **Board Development & Relations:** Work with Board of Directors to build a strong, diverse and effective governing body. Oversee Special Board Committees. Serve as the primary liaison between Board, Special Board Committees, Advisory Board and staff.
- **Board Meetings & Reporting:** Set Board meeting agendas. Organize and attend board meetings, and ensure board vote on crucial decisions. Provide comprehensive updates on financial and programs status.

### 5. Operations & Administration

- **Staff Management:** Oversee staff recruitment, hiring, training, and performance.
- **Policies & Procedures:** Ensure that FCLNY's administrative structure and operations comply with all legal, regulatory, and ethical standards. This includes developing policies on finance, human resources, and program delivery.

### 6. External Relations & Communications

- **Public Relations & Marketing:** Manage communications and branding strategies promoting FCLNY's mission and work. This involves public outreach, utilizing print and on-line communications, press releases, media interviews, opinion editorials, and other news and community outreach.
- **Partnerships & Collaboration:** Build and maintain relationships with other nonprofits, educational institutions, government agencies, and community organizations. Seek opportunities for collaboration that can enhance the reach and effectiveness of FCLNY.

#### Requirements/Qualifications

- At least 5 years of prior executive experience as a successful leader of a nonprofit, or a Masters or Law degree, with a passion for FCLNY's mission, creative program creation and organizational growth.
- Outstanding leadership skills, including verbal and written communication and organizational skills. Must be able to effectively motivate and work with a variety of different audiences.
- Success in meeting deadlines, creating measurable goals, and maintaining composure under pressure.
- Ability to work in a fast-paced environment and effectively wear many hats.
- Resourceful and innovative in finding ways to advance nonprofit's mission, often without the luxury of large budgets or extensive infrastructure. Ability to travel occasionally to destinations throughout NY.

#### Position Pay Range/ Type

- Salary commensurate with educational level and experience. Starting range: \$60k-\$80k. Full-time.

FCLNY is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to age, ancestry, color, family or medical care leave, gender identity or expression, genetic information, marital status, medical condition, national origin, physical or mental disability, political affiliation, protected veteran status, race, religion, sex (including pregnancy), sexual orientation, or any other characteristic protected by applicable laws, regulations, and ordinances.