

Job Announcement - Bus Project Executive Director

The Bus Project is seeking a dynamic leader and advocate for justice to serve as Executive Director. This position will lead staff, board, and volunteers to grow the organization's young membership base, and expand the impact diverse, progressive young people have on politics in Oregon.

About the Bus Project

Founded in 2002, the Bus Project is Oregon's premier organization building political power for young people. Since our founding, the Bus Project has engaged thousands of young volunteers and voters; brought youth power to support victories for economic justice, immigrant rights, and LGBTQ* equality; spearheaded the passage of America's first automatic voter registration law; and inspired sister organizations around the country.

At the Bus Project, we leverage the power of young people to build a progressive, fair, and prosperous future for all Oregonians. We integrate civic engagement, leadership development, and social justice advocacy to organize the massive – and massively diverse – Millennial Generation. We have registered and mobilized hundreds of thousands of young voters, trained young leaders who now hold powerful positions in government and nonprofits, and passed policies to expand the right to vote and empower young people in the economy.

The Bus Project is a member of the national Alliance for Youth Action, a national network of progressive young people's organizations that provides financial and capacity assistance to its affiliates, supports local campaign efforts, and offers a vibrant support community for affiliate staff and boards, especially new executive directors.

Job Description

The starting salary for the Executive Director will be \$58,000 - \$62,000, plus benefits.

The Executive Director reports to the Board of Directors and the Oregon Bus Project Foundation, and is tasked with leading both the Bus Project, a 501(c)4 advocacy organization and its sister 501(c)3 charity, the Bus Project Foundation.

The Bus Project is headquartered in Portland, Oregon. Our Executive Director should be based in the Portland metro area. This position also requires some travel across the state, with potential for increased travel during legislative sessions.

The incoming Executive Director's first responsibilities would be to:

- Oversee a renewed investment in, and expansion of the Bus Project's organizing and base-building efforts, focused on one or more issues identified as priorities by young Oregonians – particularly young Oregonians of color and young women.

- Elevate strategic focus and organizational cohesion through management of the talented staff and board, and recruitment of new empowered, high-level volunteers to foster a new generation of visionary leadership inside the organization.
- Ensure continuity of our voting rights advocacy work, while launching at least one new bold issue campaign to empower and inspire young Oregonians.
- Oversee and ensure the efficacy of our leadership development efforts, including our PoliCorps summer fellowship, empowered internships, and member leadership on our campaigns.

On an ongoing basis, the Executive Director will be accountable for:

Fundraising

- Create a fundraising plan and set ambitious goals that meet the ongoing needs of the organization.
- Forge, maintain, and enhance relationships with donors, funding partners, and all key organization stakeholders.
- Engage the Board of Directors in fundraising activities.

Operations and Fiscal Oversight

- Develop the annual budget in partnership with staff and Board.
- Ensure the financial health of the Bus in partnership with our accounting staff and the Board of Directors.
- Ensure compliance with all applicable federal, state, and local 501(c)(3) and 501(c)4 laws and regulations.

Organizational Leadership

- Ensure focus and cohesion of the Bus Project's programs around a common strategy and vision to build political power for young people.
- Strategically guide the Bus to run impactful issue campaigns that engage and empower young people and respond to deeply felt needs of our generation.
- Serve as the spokesperson and primary advocate for the organization.
- Foster a culture of shared leadership and inclusive decision-making, and develop and maintain positive relationships between the Board, staff, and organizational stakeholders.
- Hire, manage, and mentor staff, ensuring that the Bus has the diverse and qualified staff – and volunteers – to achieve organizational success.
- Cultivate a climate of inclusion that invites and inspires top-quality staff and volunteers from diverse backgrounds.
- Champion a commitment to advancing social justice, diversity, equity, and inclusion in the workplace.

External Relations

- Maintain strong, collaborative relationships with diverse community leaders and partner organizations in order to achieve common goals and agendas.
- Work effectively with governmental and organizational leaders throughout Oregon's local and state political arenas.
- Travel as needed to engage with stakeholders and priority campaigns.

Board Engagement

- Serve as the primary conduit between the two Boards and the staff, volunteers, and stakeholders.
- Support a complex Board structure and provide Board members with information and the tools needed to govern and support the organization in a meaningful way.
- Meet with the Board of Directors once a month, with the policy committee once a month, with the executive committee once a month, and other Board members as needed.

Key Candidate Qualifications

The Bus Project seeks a strategic and creative Executive Director to shape, inspire, and manage the organization's present and future in collaboration with a small, talented staff and a deeply committed Board of Directors.

The ideal candidate can introduce an artist at a community forum or an elected official at a debate, design an annual organizational work plan and budget, coach emerging staff leaders, help a talented organizer perfect their field plan, and meet with high dollar donors. Our incoming Executive Director must exhibit a passion for and a dedication to the advancement of the Oregon Bus Project's mission and vision and the young people it exists to serve. They must possess the leadership, vision, and management skills while championing a commitment to advancing social justice, diversity, equity, and inclusion. And, because we are a small organization, the Executive Director must possess the ability to operate without significant administrative support.

The Bus Project provides equal employment opportunity and strongly encourages all people, regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, or veteran status, to apply.

How to Apply

Please send your final application in a single .doc or .pdf document to the Executive Director Search Committee at jobs@busproject.org. Your application should consist of a resume, cover letter, and a list of three references that we may contact prior to scheduling interviews.

The ideal incoming Executive Director will begin mid-February for onboarding and training alongside the Interim Executive Director and Board Members, and be ready to serve full-time as of March 15th.

Please, no calls. Applications will be reviewed on a rolling basis. Final deadline to apply is January 3, 2017. Please direct any questions to jobs@busproject.org.

Thank you for your interest