



Job Description Executive Director

Job Summary: In order to meet the mission of the Anti-Poverty Network of New Jersey (APN), the Executive Director will provide leadership, guide and implement a multi-year strategic plan, organize and monitor all aspects of the APN initiatives and activities. The Executive Director will also identify and implement enhancements for ongoing and continuous improvement in the areas of fund development, membership, awareness, surveys, advocacy and the overall brand/image. This position is currently 30 hours a week with potential for additional hours.

Responsibilities: The Executive Director will direct the development and implementation of all core functions and activities of the organization including:

Collaborate with APN's Board of Trustees:

- Provide overall vision, long term strategy, and direction for the organization.
- With the Board, recruit new Board members, ensuring an optimal mix of knowledge, expertise, diversity, high engagement, and financial support for APN.
- Report to the APN Board of Trustees regularly concerning activities that support APN's mission, operation, and programs. Provide analysis of performance on all APN activities and make recommendations to the Board.
- Participate with the Executive Committee of the Board; regularly attend all Board meetings and subcommittee meetings as necessary.
- Empower the Board to be actively involved with APN's initiatives.

Be responsible for the fiscal health of the organization:

- Lead and monitor implementation of multi-year development and fund-raising strategies that will enhance revenue from major donors, foundations corporations, and others.
- Develop new sources of revenue and maintain relationships with current and potential donors to ensure adequate funding.
- Ensure funds are allocated properly to reflect present needs and future potential, consistent with the board-approved budget.

Support and expand APN membership:

- Cultivate relationships with related non-profits, faith based organizations, academic partners, businesses and individuals to assist in forwarding the mission and sustainability of APN.
- Routinely provide opportunities for membership feedback.
- Provide support and oversight to all committees. Ensure that an annual conference is held, working in coordination with the Programs and Conference Committee.

Acts as the “face” of APN through communication and advocacy:

- Keep abreast of events and issues relevant to the organization through monitoring media communications, newspapers, social media, etc.
- Monitor and prioritize legislation to identify proposals that may impact low-and moderate income households. Work with the Board and Policy and Advocacy Committee in developing strategies to address these proposals.
- Serve as APN spokesperson and provide supervision of the APN Communications Manager, working to cultivate relationships with media outlets.
- Participate in relevant statewide coalitions and meetings to keep APN connected with broader advocacy efforts.

Perform other related duties as assigned by the APN Executive Committee

Qualifications:

- Passion for the mission of APN, familiarity with poverty related issues
- BA or BS in a related field, Master’s Degree preferred.
- Demonstrated ability to develop diverse relationships.
- At least 5 years of experience, with progressive responsibilities working in the human services non-profit sector or related field. This includes experience with government advocacy. Experience in fundraising a plus.
- Demonstrated strong written, oral and presentation skills.
- Demonstrated initiative skills, including the ability to effectively manage people and projects.
- Demonstrated data literacy, ability to interpret data to support the organization’s advocacy efforts.
- Experience involving business activities related to project management, process development, and/or team leadership
- Experience small office management including understanding of basic financial statements (balance sheet, income/expense, cash flow, etc.)
- Computer skills including using MS Office (Word, Excel, PowerPoint and Publisher), and familiarity with G Mail and Google Drive.
- Valid Driver’s License and willingness to travel frequently within New Jersey. Mileage reimbursement is provided.

APN is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.