Missions:

Battle Born Progress, through strategic communication efforts, empowers, engages, and mobilizes Nevada voters to build a state where everyone has a fair opportunity to succeed. BBP is a 501(c)(4) non-partisan advocacy organization.

Institute for a Progressive Nevada educates, empowers, and engages Nevadans to build a state where everyone has a fair opportunity to succeed. Our legal entity is Institute for a Progressive Nevada - a 501(c)3 non-profit organization.

Job Title: Executive Director

Reports to: Battle Born Progress Board of Directors and Institute for a Progressive Nevada Board of Directors

Job Summary: Battle Born Progress (BBP) and its sister organization, Institute for a Progressive Nevada (IPN), are searching for a dynamic, experienced, and creative leader to serve as the next Executive Director of the organizations. The Executive Director will be the chief strategist and fundraiser for the organization; leading all necessary decision making; working in partnership with the Boards of Directors on substance as well as fundraising, and overseeing the great work of the staff team.

As the Executive Director you are responsible for (but not limited to) the following:

Responsibilities:

Own and drive strategic direction and impact

- Shape BBP/IPN’s overall strategy and priority campaigns to deliver progressive results
- Ensure BBP/IPN and allies lead with values-forward communications that center the voices of impacted communities
- Cultivate a culture of innovation and experimentation to take big swings in advancing the organization’s work and testing new approaches
- Maintain relationships with allied leaders

Develop, mentor and retain a strong team

- Ensure a high-performing team is in place, supported, and empowered to own the day to day operations and programs
- Lead teams and programs in establishing and meeting goals
Work with team to establish and build towards individual professional development goals
Ensure great results across the team

Ensure financial health and success:
Bottom-line efforts to achieve fundraising goals, including cultivation and stewardship of institutional, foundation, and individual donors to support BBP/IPN’s work
Support the Development Manager in the creation and execution of a comprehensive fundraising plan
Be opportunity-seeking in identifying prospective funding opportunities
Work with the Development Manager to ensure all grant reports and donor communications are timely, accurate, and impactful

Build progressive infrastructure and power through partnerships:
Cultivate and maintain relationships with external stakeholders and partners to maximize broad progressive results and power building
Work closely with progressive partners through the comms hubs to build collaborative, strategic, and impactful communications campaigns
Ensure BBP/IPN effectively engages with partners to support and execute compelling communications strategies

Organizational management & board development:
Ensure a commitment to racial and gender justice is reflected in the work of the organizations
Oversee management and oversight of organizational health, including budget development and tracking, financial systems and compliance
Manage board development and relationships

Knowledge, Skills, & Abilities:

Experienced, inclusive leadership and management: You have built and managed successful teams while leading with clarity and compassion. You bring a clear vision and recognize the value of divergent perspectives. You approach leadership with a mindset of “power with” rather than “power over” and regularly include others in planning and decision-making. You are able to make and communicate difficult decisions in the best interest of the organization.

Excellent written & verbal communication skills: You have extensive experience creating and driving strategic communications campaigns towards impactful results. You
communicate both written and orally with clarity and precision. You’re comfortable in front of a camera and able to adopt the organization’s voice to service as a compelling spokesperson.

**Relationship builder:** You effectively build, cultivate, and maintain relationships with a range of internal and external stakeholders, including partners, staff and funders.

**Proactive, critical thinking, and problem solving orientation:** You’re hyper-focused on vision and goal-setting. You adapt to the evolving needs of the organization and think 3 (or 30) steps ahead to develop solutions that achieve goals. You quickly grasp the subtleties of complex issues and identifies patterns in challenges. You come up with insightful, pragmatic, equitable, and sustainable ways to tackle common challenges and produce positive change.

**Racial justice lens:** You recognize the ways in which race and other identities intersect in the work. You can speak comfortably about such as race, ethnicity, sexual orientation, gender identity, class, ability, or gender in plain, specific terms. You apply a justice lens to internal and external programs, policies, and decisions to operationalize equity.

**Additional qualifications:**
- Familiarity with the legal restrictions and requirements of 501(c)3, 501(c)4, and PAC organizations.
- Experience in labor, political, media, community organizing or campaign communications
- Demonstrated commitment to progressive values

**Additional Background and Information:**
BBP (501c4) /IPN (501c3) are year-round, multi-issue, non-partisan communications, advocacy, and education organizations that serve as a voice in numerous policy issues and debates. BBP/IPN engage in short-term, rapid response and proactive, long-term messaging projects aimed at moving the public dialogue.

**Location:** Nevada

**Term:** Salaried full-time exempt position with benefits

**Travel:** The role requires approximately 30% travel within Nevada, to Washington, D.C., and for conferences and funding convenings.
Schedule: Communications needs do not always arise on a 9am - 5pm schedule. We value work-life balance and flexibility for our employees while acknowledging that some weekend and evening hours will be required and expected.

Compensation
Because negotiating is inherently inequitable, we want to be transparent about what benefits we can offer up front and avoid negotiation. The starting salary for this position is $100,000.

Our benefits include:

- 100% employer paid health, vision & dental insurance
- Cell phone reimbursement
- 401k policy
- 15 paid holidays annually plus the two weeks between Christmas and New Year’s Day at the discretion of the Executive Director
- Unlimited paid vacation policy plus sick leave

Proof of COVID-19 vaccination (including eligible boosters) and annual Flu shot is required for employment unless a medical or religious accommodation is granted.

To Apply: Please submit your resume, a cover letter explaining why you’re interested in this position and a writing sample to jobs@battlebornprogress.org by May 2, 2023.

BBP/IPN is an Equal Opportunity Employer and welcomes applications from all qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation, national origin, involvement with the criminal justice system, or age.