



— Executive Director Search —

Applications Accepted from November 23 to December 21, 2016

OpenTheGovernment.org seeks an executive director to lead a broad-based coalition that advocates for a more transparent and accountable government. The director oversees all operations, including proposing strategy and work plans, implementing program and advocacy activities, fundraising, and speaking for the coalition. The director is responsible for implementing the organization's mission, policies and objectives.

The candidate must have proven leadership skills, a demonstrated interest in an open government, exceptional oral and written skills, and experience working with coalitions.

OpenTheGovernment.org was formed in the aftermath of the September 11, 2001 terrorist attacks when there was a tremendous growth in government secrecy. The coalition believes the public has a right to information held by and for our government, and that such information is essential to ensuring integrity and accountability in the operation of our governing institutions. We believe that openness makes government work better, can mitigate the influences of special interests, fosters confidence in representative government, and encourages public participation in civic affairs.

To promote a more open and accountable government, the coalition shares information, convenes advocates, provides opportunities for discussion, coordinates advocacy activities, and generates reports. The coalition has roughly 100 partner organizations and is overseen by a Steering Committee of 13 people. The director currently oversees two full-time staff members and reports to the Steering Committee. It is funded primarily through foundation grants. The office is located in Washington, DC and is a project of the Fund for Constitutional Government.

The Director's Duties and Responsibilities:

Program Strategy and Performance

- Identifying new program initiatives and strategies for meeting the coalition's mission.
- Developing and implementing strategic plans by working with the Steering Committee and staff to identify goals, policy positions, and program agenda.
- Continuing high quality research, publications, and products consistent with the mission of the coalition and the work plans that are developed.
- Leading or coordinating appropriate advocacy efforts, including legislative, regulatory, and mobilization efforts for open government efforts that are embraced by the coalition.
- Developing and maintaining an in-depth knowledge of the information and literature pertinent to the mission of the coalition.
- Expanding, developing and maintaining relationships with coalition partners.
- Working with other national, state and local groups and building collaborative relationships with other key organizations and leaders.

Fundraising

- Raising money from foundations, individual donors, and in other ways to support the coalition's general operations and specific programs and projects.
- Working with the Fund for Constitutional Government to ensure fundraising proposals and reports are submitted in a timely manner.
- Identifying prospective funders and nurturing relationships with existing and possible funders.

Public and Media Relations

- Serving as a primary spokesperson for the coalition and involving Steering Committee and coalition partners, where appropriate, to speak for the coalition or the issues central to the coalition.
- Overseeing development of coalition-wide media and public relations strategies and framing of issues.
- Communicating strategic issues to journalists, policymakers, nonprofit sector leaders, and donors.

Management and Governance

- Hiring, training, and supervising staff, including decisions on personnel employment issues, addressing staff needs, and prioritizing allocation of resources that will successfully implement the coalition's strategic plan.
- Developing and assuring compliance with the annual budget to be approved by the Steering Committee, protecting the organization's fiscal health, and general oversight of budget and fiscal matters.
- Establishing good management practices for the coalition, including work plans with measurable benchmarks.
- Overseeing business office operations and working with the fiscal sponsor, Fund for Constitutional Government, to maintain documents according to legal and regulatory requirements and/or Steering Committee policies and procedures.
- Overseeing communications with the Steering Committee and its subcommittees, and organizing quarterly meetings for the Steering Committee.

Qualifications:

The successful candidate will be an excellent leader and administrator with a passion for government transparency and accountability. We are looking for individuals who have creative ideas for how to grow the coalition and funding for it. More specifically, candidates should possess:

- Management or high-level policy and supervision experience in a nonprofit organization, or demonstrably comparable government or legal experience. At least five years' experience preferred.
- Experience in raising funds for a nonprofit organization or comparable private sector experience.
- Demonstrated interest in, knowledge of, or experience with the Freedom of Information Act, national security classification/declassification, the public's right to access government records and meetings, or other transparency and accountability issues.

- Ability to collaborate with an active and engaged Steering Committee.
- Ability to collaborate and build relationships with coalition partners and other organizations that share the coalition's goals, and to bring in new organizations as appropriate
- Excellent writing and speaking skills.
- Experience in communications with the press and public.
- Strong organizational and administrative skills.
- Familiarity with managing and posting to websites, using social media, and using spreadsheet and database management software.

Salary:

Compensation will be negotiated based on qualifications and experience and will be competitive with other nonprofits active in government transparency and accountability work.

How to apply:

Applicants should send a cover letter, resume, and a short writing sample (5 pages or less) to openthegovernment@openthegovernment.org, subject line Director Position.

OpenTheGovernment.org is an equal opportunity employer