



Executive Director

Job Description/Opening

The Center for Progressive Reform (CPR) seeks a visionary leader and skilled manager to be our next Executive Director. We are looking for candidates who have a deep commitment to inclusive and progressive environmental, labor, and public health policies.

CPR is a national non-profit organization founded in 2002 to protect and strengthen regulatory safeguards for health, safety, and the environment. Our model to drive change is unique: we collaborate with our network of more than 60 nationally recognized legal scholars to influence policymakers on a wide range of critical policy and law issues. Our scholars and staff bring deep expertise to the public policy arena, from translating scholarly legal work for policymakers, publishing op-eds in national news outlets, testifying before Congress, weighing in on regulatory proposals, working the media, collaborating with like-minded organizations, and helping the public engage with the policy process. In 2020, our scholars and staff have been quoted, cited, interviewed, and published hundreds of times in nearly 200 different media outlets, including The New York Times, The Washington Post, USA Today, the Associated Press, CNN, NPR, and NBC News. More than 130 of those stories were related to COVID-19.

The Executive Director (ED) will have overall strategic and operational responsibility for CPR's staff, programs, execution, and evolution of its mission. The ED will focus on leadership, vision, and development with a comprehensive understanding of programs, operations, and business plans.

The Executive Director will further CPR's mission through formulating and executing on a vision for the organization as it enters its third decade, which will include broadening and diversifying CPR's development capacity, its impact, and its outreach. The ED will oversee the composition, organization, and engagement of the pillars of CPR's community: an eight-person staff, legal scholars, donors, and digital and conventional media outlets. The position is full-time, in the Washington, DC area, and the ED reports to CPR's Board of Directors.

Responsibilities

The Executive Director will incorporate values of Justice, Equity, Diversity and Inclusion (as articulated in [CPR's JEDI Statement](#)) in all responsibilities and duties and in developing and executing a vision for CPR. In this spirit, the ED will:

Leadership & Management

- Provide vision and leadership for CPR as it pursues its mission, sets goals, broadens its scope, and expands its influence and reach.
- Oversee the design, promotion, delivery, and quality of all projects and programs.
- Cultivate, organize, and expand our network of legal and other scholars and engage and energize policymakers, media outlets, allies, and funders in CPR's work.
- Develop, steward, and support a strong Board of Directors; serve as ex-officio on some Board committees; and seek and build Board involvement.
- Hire, lead, coach, develop, and retain CPR's high-performance team, and manage CPR staff and support their professional development.
- Maintain effective systems to track program growth and progress, and communicate successes to the Board, funders, and other constituents.
- Oversee the fiscal and administrative operations of the organization and ensure that CPR complies with all legal and ethical requirements, with particular attention to justice, equity, diversity, and inclusion.

Fundraising & Communications

- Develop and implement short- and long-term fundraising plans; research funding sources and establish strategies to approach new funders; build and maintain relationships with individual donors, foundations, and other providers of grant-based support; and help maintain fundraising records and documentation.
- Expand local and national fundraising activities to support existing program operations and regional expansion while simultaneously exploring other revenue generating opportunities.
- Work with CPR's communications team to refine all aspects of communications—from web presence to external relations with the goal of creating a stronger brand.
- Maintain, expand, and develop robust communications and systems.
- Serve as a public spokesperson for the organization; cultivate a broad network to garner new opportunities; and maintain a working knowledge of significant developments in relevant fields of law and policy.

Qualifications

The ED will be thoroughly committed to CPR's mission. All candidates should have proven leadership, coaching, fundraising, and relationship management experience; strong written and oral communications skills; and the ability to grow programs and organizations. The successful candidate will be mission-driven; flexible; self-directed; lead with integrity and affability; and be committed to progressive causes, social justice, and inclusion.

Preferred Skills & Experience

- Advanced degree in a relevant field (i.e., law, public health, public policy, etc.).
- Experience and expertise with environmental, labor, and/or public health policy; the workings of Capitol Hill; and federal, regional, and local policy-making.
- Demonstrated success in fundraising and network-building, preferably within the non-profit community.
- Excellence in organizational management with the ability to coach staff, manage, and develop high-performance teams in a remote organization with a “virtual office”; engage the Board of Directors; set and achieve strategic objectives; and manage a budget.
- A persuasive communicator with excellent interpersonal and multidisciplinary project skills.
- Ability to work effectively in collaboration with diverse groups of people.

Compensation & Benefits

Location: CPR operates as a remote organization but much of the organization's critical work requires frequent interaction with elected officials and government agencies, funders, and partner organizations located in or near Washington, DC. The Executive Director should therefore live in the Greater Washington Area, or be able to travel there on a monthly basis, or as needed.

Salary: \$120,000-\$150,000

Benefits: CPR pays for half of the cost of health and dental insurance, including employee dependents. Premiums are deducted from employee paychecks on a pre-tax basis. Full-time employees may participate in a Simple IRA retirement plan with automatic 2% contributions from CPR. CPR has generous vacation, holiday, personal, parental, and sick leave policies, all in a work-from-home environment.

Start Date: As soon as possible.

Close Date: Applications will be accepted until position is filled.

How to Apply

To apply, please send a cover letter, resume, references, brief writing sample, and links to your work reflecting your qualifications to execdirjob@progressivereform.org. We will consider applications on a rolling basis. No phone calls please. All applications will be acknowledged promptly. (This job announcement can also be found at <http://progressivereform.org/about-cpr/jobs-cpr/>).

The Center for Progressive Reform is committed to equal opportunity in employment and promotion for all qualified persons without regard to race, color, age, religion, sex, marital status, sexual orientation, gender identity, national origin, citizenship, military or veteran status, the presence of any sensory, mental or physical disability, pregnancy and childbirth, family responsibilities, or any other basis protected by applicable laws, regulations, or guidelines relating to discrimination in employment.