

Rising Voices



Rising Voices Executive Director



Michigan | November 2021



Executive Director

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Michigan

About Rising Voices

Asian Americans are the fastest growing racial group in the state of Michigan, and are often the margin of victory in key municipalities and counties in Michigan. From Bengalis in Detroit and Hamtramck through Macomb County, South and East Asians in Oakland and Washtenaw Counties and Burmese in Battle Creek, to Southeast Asians in Kentwood and Holland on the west side of the state, Asian American Michiganders voted in record numbers in 2020. Rising Voices works to keep the momentum going. As the only Asian American organization in the state working to elect progressive candidates and move progressive policy, Rising Voices seeks, in addition to its non-partisan work, to continue to build up the power of Asian American communities in Michigan to have a seat at the policymaking table and be acknowledged as a powerful political force.

Formed in 2019, Rising Voices is a 501(c4) nonprofit organization that seeks to organize and develop the leadership of Asian American women (cis, trans, Gender Non-Conforming and femme-identifying) and young people for power around progressive values and issues in the state of Michigan.

Rising Voices is c4-facing, however much of the work is c3 and non-partisan and is funded through Rising Voices Fund. Learn more about Rising Voices [here](#).

About the Role

The Executive Director embodies and advances the organization's mission through compassionate, strategic, creative, principled, trauma-informed leadership. The principal role of the Executive Director in this period of dynamic growth for the organization, is to direct the overall vision and strategy of the organization, raise funds, supervise staff, and liaise with the boards of directors and external stakeholders.



Primary Duties and Responsibilities

- Serve as a public-facing organizer, thought leader, and trusted partner
- Cultivate new revenue sources through institutional funders; individuals; membership dues; and earned income; and work with both boards to develop fundraising/development plans
- With the support of staff and boards, write grants, applications, and requests for proposals, ensure compliance with terms of grant agreements, and report the impact of organizing and advocacy efforts in a timely manner
- Work with a staff team to develop and approve financial management including budgeting, cash flow, expenses, deposits/withdrawals, and reserves
- Supervise and work with senior staff to create and implement programs for the c3, the c4, and the superPAC, including organizing/campaigns, field, politics/policy, communications/narrative, and internal organizational development work
- With the senior staff, oversee and approve all aspects of human resource management including, but not limited to, staff hiring, supervision, training and mentoring - to build a sustainable, joyful, healing workplace
- Develop and maintain external relationships, including with potential partner organizations and individuals supporting the work of the organization

Desired Experience

- At least five years of community, labor, and/or electoral organizing experience, or equivalent experience;
- Prior experience in management or supervising a team;
- Experience with training, mentorship and leadership development of staff;
- Experience in nonprofit management
- Experience with healing justice approaches and practice
- Connection to AAPI Communities
- Experience working in multi-racial, BIPOC, coalitions and settings

Knowledge, Skills and Abilities

- Demonstrated knowledge of local, state, and federal politics and policymaking for the purposes of campaign direction
- Knowledge of 501(c)3, 501(c)4 and 527 political organization compliance
- Familiarity with grant writing and fundraising
- Familiarity with budget development
- Effective written and verbal communication skills, with the ability to communicate effectively to different audiences for different ends
- Strong skills in relational organizing
- Ability to lead with compassion and empathy
- Ability to synthesize a lot of complex information and data and communicate it clearly across lines of difference
- Ability to be an authentic leader who is honest and forthcoming
- Excellent conflict management and resolution skills





Reporting Relationships

The Executive Director reports to the 501(c4) Advisory Board, and the 501(c3) Independent Advisory Committee and directly supervises the senior leadership team including the Field Director, Communications Director, and Operations and Program Associate. The Executive Director may also supervise organizers.

Physical Demands

- Must have the physical ability to carry items up to 10 pounds on occasion
- Must be able to travel domestically on an airplane up to 20 times per year
- Must be able to drive extensively throughout the state of Michigan
- Must be able to be outside in the elements 5 hours continuously per day during campaign season

Work Environment

- The position is a full time position that works 40 hours per week. (Time divided between C3, C4, and superPAC)
- This position is currently a remote position, based in the state of Michigan
- The position occasionally requires weekend work (Saturday and Sunday)
- The position requires work outside up to 4 days a month and will be exposed to the elements and inclement weather during election season
- The position requires national travel up to 4 days a month once it is safe to do so.
- This position requires a driver's license and on demand access to a vehicle



Compensation and Benefits

The annual salary for this role is \$85,000 to \$95,000, depending on experience. The benefits include employer-matching 401k retirement plan, 100% employer-paid health insurance (HDHP + HSA; PPO + FSA options), prescription coverage, dental insurance, vision insurance, flexible work schedule, 12 paid holidays and 3 weeks vacation each year.

We believe in a culture of care that includes health insurance for employees and their families, parental leave, flextime, paid and sick time off, annual stipends for remote working costs (technology, office equipment, wifi/cell phone) and professional development, and sabbatical leave after five years of employment.

Nominations and Applications

Please send Executive Director candidate nominations to Linda Nguyen at Linda@MovementTalent.org by December 9, 2021. To apply for the role, please send your resume to Annette Rodriguez at Annette@MovementTalent.org by December 31, 2021. Resumes will be reviewed as they are received, and initial conversations will be conducted on a rolling basis. After the initial conversation, a hiring team made up of Rising Voices board and staff will review applications and first round interviews will begin January 18, 2022. Interviews will be conducted via Zoom video conference. The hiring team anticipates two rounds of interviews and one immersion exercise.

Rising Voices is an equal opportunity employer. We strongly encourage and seek applications from women, people of color, and bilingual and bicultural individuals, as well as members of the lesbian, gay, bisexual, and transgender communities. Applicants shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, disability, political affiliation, sexual orientation, gender identity, color, marital status, or medical condition including acquired immune deficiency syndrome (AIDS) and AIDS-related conditions.