



## **Massachusetts Coalition to Prevent Gun Violence**

### **Director**

#### **Our Mission:**

The Massachusetts Coalition to Prevent Gun Violence (the Coalition) was founded in 2013 after the tragedy at Sandy Hook Elementary School in Newtown, CT. As an umbrella organization, the Coalition brings together organizations and institutions across Massachusetts to address the epidemic of gun violence that plagues our communities and takes the lives of so many of our citizens, in suburbs, in rural areas, and certainly in cities through homicide, suicide, and accidental death. Through education, advocacy, community organizing and holding those in power accountable, we are bringing about change that will lessen the likelihood of someone becoming a victim of gun violence

The Director will report to the Coalition Steering Committee and will have overall responsibility to assure the implementation of the Coalition's strategy, programs and events, oversee staff, and advance expansion and execution of its mission. This is a full-time, salaried executive-level position.

#### **Core Duties:**

- Policy Development and Advocacy: The Director will coordinate with the Legislative Action Chair to:
  - Assure the Coalition has the most recent information about gun violence prevention from current research and is aware of current policies and legislative efforts locally and nationally;
  - Advocate in the legislature, media and elsewhere regarding proposed changes in current laws and proposed new laws; create or oversee the creation of policy statements for the Coalition; become a registered MA lobbyist for the Coalition;
  - Assure that Coalition members and Steering Committee members are informed about these topics and efforts, and are invited to participate in actions regarding legislation or other efforts that will foster our mission.
  
- Fundraising: The Director will coordinate with the Development Chair to:
  - Oversee and direct all fundraising activities including grant applications and reporting, engagement with current and prospective donors and general membership;
  - Direct special fundraising events;
  - Oversee staff engaged in these actions and work with Steering Committee and other organization members to assure longterm financial stability of the organization.
  
- Steering Committee Development: The Director will:

- Coordinate with Coalition staff, volunteers and committee chairs to recruit, support, and train members to assure a strong Steering Committee that will enhance the work of the Coalition;
- Build Steering Committee involvement in all key activities of the organization and develop a plan for Steering Committee member retention;
- Community Engagement: Working closely with the Steering Committee and Coalition committees, and particularly with the Community Engagement Chair, actively maintain strong positive relationships with the Coalition's network of organizations and individuals, involving them in developing Coalition priorities and assisting them in promoting their programs and activities.
- External Relations: Working closely with the External Communications Chair, represent the organization and its vision professionally and enthusiastically to supporters, funders, community leaders, legislators, the media and the community at large. Oversee and manage communications with these entities to assure an ongoing presence on social media, the website, the press, and through regular notices to Coalition members, potential members and others.
- Administrative: The Director will:
  - Hire, train, and monitor staff performance and training and will review the hiring and performance of interns and other temporary staff;
  - Supervise data collection and assure the proper maintenance of accepted bookkeeping and financial standards;
  - Plan and facilitate Steering Committee meetings and assure follow-up with meeting minutes and financial and other reports.

**Qualifications:**

The Director must be thoroughly committed to the mission of the Coalition and should have proven leadership, organizational management, fundraising and non-profit expertise, as well as familiarity with methods of community organizing. Three to five years in a not-for-profit managerial role or equivalent education preferred.

**Benefits:**

- Flexible 40-hour work week schedule. At times evening and weekend work will be necessary; time off may be taken in the week to balance a 40-hour schedule.
- Three weeks paid time off, all major holidays paid time off, health insurance support.
- Salary \$50k-\$60k depending on experience.
  - This is a Boston based position. Candidates must be willing to commute to Boston as necessary depending on the needs of the organization.

**Please submit a resume with a cover letter by March 1, 2019 to:**

**[MACoalitionED@gmail.com](mailto:MACoalitionED@gmail.com)**

The MA Coalition is an equal opportunity employer. We carefully consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.