

Coalition for Economic Justice

Job Posting: Executive Director

Overview:

The Coalition for Economic Justice (CEJ) is a coalition of labor unions, community organizations, faith institutions, and student organizations dedicated to protecting and advancing the rights of working people in the WNY Region.

Founded in 1986, CEJ builds the relationships and power needed for Western New Yorkers to address the problems they, their families, and their communities face. In 2014 and 2015, we were the regional hub for the statewide Fight for 15, which enabled fast food workers across New York to earn a living wage. Today, we organize Buffalo Transit Riders United (BTRU), a coalition of public transit riders organizing for substantial rider representation on the Niagara Frontier Transit Authority (NFTA) Board of Commissioners. We are also the WNY regional organizers of the Poor People's Campaign: A National Call for Moral Revival. In all that we do, we believe that those closest to the problems faced by working people are in the best position to envision and create solutions.

CEJ is seeking an Executive Director to lead the organization as it enters its next stage. The ideal candidate will excel at developing and implementing a strategic vision, building and maintaining relationships, marshalling resources, and building consensus among diverse stakeholders with different priorities to enable effective work together on a common goal.

This position will report directly to the Board of CEJ.

Job Responsibilities:

The Executive Director will lead CEJ to win justice in workplaces and communities through:

Supporting and Supervising Staff:

- Hire, evaluate, and terminate staff as appropriate in conjunction with the Board
- Provide consistent staff supervision
- Lead the development of staff work plans and organizational goal setting
- Identify opportunities for staff professional development

Administration, Fundraising, and Management:

- Develop the organization's annual budget and fundraising plan in coordination with the staff and Board
- Raise the annual budget with the support of staff and organizational leaders
- Build and maintain relationships with foundations and other major donors
- Write and delegate the creation of grant proposals and reports
- Plan and lead implementation of annual grassroots fundraisers with leaders and staff

Board and Leadership Cultivation:

- Communicate, coordinate actions, and manage relationships with the Board, supported and led by the Board chair
- Work with Board chair to plan Board meetings, delegate responsibilities to Board members, and follow up with Board members between meetings
- Serve as the primary spokesperson for the organization, representing CEJ to elected officials, the media, the general public, and at a variety of labor and community coalition tables
- Work with Board and staff to recruit new members to CEJ

Campaigns:

- Work with campaign organizers and partner organizations to develop campaign plans and strategy, and to choose new campaigns when appropriate
- Track and evaluate the progress of campaign staff, and solve problems as necessary
- Lead quarterly evaluation of campaign work

Required Qualifications:

The Executive Director will have:

- Outstanding leadership skills, and the ability to connect with and build effective teams of diverse partners across the community
- A strong commitment to and understanding of worker justice and the labor movement
- Demonstrated skill and experience in developing campaign strategy, managing campaigns, and mobilizing coalition partners around campaigns
- Strong managerial skills and the ability to develop and implement an organizational vision
- Strong ability to develop and maintain funder relationships
- The ability to mobilize grassroots support
- Demonstrated success managing multiple simultaneous projects and organizational needs
- Strong verbal and written communication skills
- Ability to maintain and analyze financial records, with the assistance of the Board and our organizational partners

Term of employment: This is a full-time position based in Buffalo, NY. We are seeking someone to start as soon as September 15, with a strong preference for a start date of no later than September 30.

Compensation: \$50,000-\$55,000, based on experience. Benefits include fully paid dental insurance and a generous leave policy.

Applications will be accepted until the position is filled, though candidates are strongly encouraged to submit their materials immediately. Please send a cover letter, resume, and three professional references with emails and phone numbers to CEJ Board Chair Mike Hogan at hire@cejbuffalo.org with “CEJ Executive Director” in the subject line.

CEJ is an equal opportunity employer. We strongly encourage people of color, women, LGBTQ community members, and people with disabilities to apply.