



FOR REPRODUCTIVE EQUITY

Executive Director Job Description

Lilith Fund Executive Director

Lilith Fund is seeking a highly-skilled, senior-level leader to take on the role of Executive Director (ED) in Austin, Houston, or San Antonio, Texas. Since LF's founding in 2001, our programs, initiatives, and impact have grown significantly in complexity and scale, and we anticipate continued evolution in the years to come. We currently have a staff of 11 employees and have an FY2022 operating budget of \$2.8 million.

We are searching for a bold leader who can bring an audacious vision for working collectively toward reproductive justice. The ED will approach challenges with a curious and creative mindset, embrace collaborative practices, and demonstrate a commitment to operationalizing racial justice and anti-racism.

The ED will have strategic and operational responsibility for leading LF in a hostile political climate as our movement continues to navigate a post-Roe reality where abortion access is banned in Texas. The ED will be expected to shape and cultivate an organizational culture rooted in LF's values, collaborate with dedicated and passionate staff to ensure the organization successfully moves to its next stage of impact, including strengthening LF's organizational infrastructure and processes, and implementing creative strategies as we adapt to an ever-changing landscape for reproductive health, rights, and justice.

This remote position reports directly to the Board of Directors and is responsible for organizational management, leading LF's strategic direction, and resource development for the organization.

About Lilith Fund

Lilith Fund provides financial assistance and emotional support while building community spaces for Texans—unapologetically, with compassion and conviction. Through organizing and movement-building, we foster a positive culture around abortion, strengthen people power, and fight for reproductive justice in and with our communities. Lilith Fund operates two core programs. Our first program is our Direct Assistance Hotline, which provides reproductive healthcare services at our trusted partner clinics, including ultrasounds, screenings, contraceptives, counseling, and more. Our second is the Client Engagement Program, which provides leadership development, emotional support, and case management services to clients.

Organizational Leadership

- Establish a clear vision for the continued growth and expansion of LF by providing direction to guide programs that align with the organization's values.
- Initiate and strengthen relationships and collaborations with partner organizations, advocates, and leaders who are connected to LF's mission and purpose.
- Work in partnership with LF staff and board to establish ambitious goals, set a course of action, and carry out the organization's mission.
- Serve as a primary spokesperson for LF, effectively articulating the organization's history, programs, and mission.
- Represent the organization in the media, increase public awareness and broaden the organization's reputation within our communities.
- Supervise, lead, and mentor staff to meet priorities, achieve organizational and strategic goals to fulfill the organization's mission.

Culture Building & Human Resources

- Build and oversee organizational culture; providing insight, direction, and strategy to uplift organizational culture in all facets of the organization.
- Address staff concerns in a timely manner, ensuring our shared values and goals are leveraged to resolve conflict.
- Work in partnership with the Deputy Director to create and implement employee management tools, systems, and policies, including the LF Personnel Handbook and staff community agreements.
- Work in partnership with the director-level staff to hire, retain, and develop a strong and talented team with a deep commitment to building an environment that is respectful and values-aligned.
- Oversee and execute the employee evaluation process with an emphasis on building consistent and values-aligned people management practices across teams and leaders.
- Inspire, motivate, and build rapport to cultivate a cohesive staff, ensuring that there is a strong internal communication, participation, coordination, and accountability.
- Champion and value diversity, equity, inclusion, and belonging in working relationships with the board and staff and actively strive to assure the organization closely reflects the communities it serves.

Operations and Program Oversight

- Directly manage the Deputy Director, Administrative Manager, Development Director, and Communications Director, advising on the strategic direction of these departments.
- Oversee the organization's fundraising efforts; utilize a staff-driven development model that focuses on increasing the number and capacity of donors and funders.
- Provide strategic guidance, support, and consultation to the Development team; oversee multi-channel fundraising strategies, including major gifts, grants, in-person events, and digital fundraising.
- Deepen relationships with existing major donors in consultation with the Development team.
- Take meetings with both new and existing donors to keep LF embedded in their portfolios.
- Provide strategic guidance and consultation to the Communications team; oversee multi-channel communications strategies and campaigns.

- Frequently contribute to written communications, including LF messaging, talking points, one pagers, press releases, print publications, social media, website and email content, and more.
- Ensure day-to-day operations are effectively organized and administered.
- Work in partnership with the Deputy Director to oversee legislative work, policy, movement building, and advocacy initiatives and provide strategic direction to the Advocacy team when needed.
- Work in partnership with the Deputy Director to oversee Hotline and Client Engagement Program development, execution, and evaluation and provide strategic direction to the Program team when needed.
- Work in partnership with the Deputy Director to oversee and coordinate all organizational strategic planning and human resources infrastructure.
- Oversee risk management and legal activities such as ongoing and new litigation, memorandums of understanding, contracts, leases, and other legal documents and agreements; ensure legal compliance.
- Ensure a culture of data where we accurately track information that reflects program operations, key performance metrics, and outcome data.

Financial Planning & Management

- Oversee finance systems, including tracking grant-related expenditures and board reporting.
- Expense and revenue management, developing and monitoring long- and short-term financial plans, and setting financial priorities.
- Oversee the annual budgeting process, forecasting and reforecasting processes in partnership with the Deputy Director, Accountant, key staff, and board in alignment with the LF's strategic direction.
- Ensure systems integration and compliance for financial tracking and revenue with third-party auditors, finance, administrative, and development teams.

Board Relations

- Implement policies, goals, and objectives as established by the LF board.
- Work with the board to identify and help recruit new board members who add diversity to the board and whose talents, interests, and commitment help to further the LF's mission.
- Regularly report to the board on the status of the organization.
- Exercise best practices in governance and ethics, in all ways focusing on what will best serve LF's mission and goals.

Values-driven Hiring

Lilith Fund is committed to investing in the leadership of people of color, people who have had abortions and/or who have received funding from an abortion fund(s), low-income people, people with disabilities, immigrant people, Black and Indigenous communities, formerly incarcerated people, queer, trans, and gender nonconforming people. We do not discourage applications from or discriminate against people with a conviction history, and we do not conduct conviction history checks as a part of our hiring process. You will not be asked about your conviction history at any point in the hiring process.

Position Details

This full-time salaried position will be located in Austin, Houston, or San Antonio, Texas. The position is work-from-home/remote. Some travel within Liliith Fund supporter/donor bases (Austin, Houston, San Antonio) and outside of the state (for conferences and professional development) may be required. The salary is between \$95K-\$105K plus a comprehensive health care package, a 401(k) plan with up to 6% employer match, unlimited paid time off, a monthly technology stipend for working remotely, a monthly wellness stipend, and more. The Executive Director reports to the Board of Directors.