

Partners In Democracy

President & Chief Executive Officer - Job Description

Who We Are

Founded in 2022, the Partners In Democracy Group is a pair of nonpartisan nonprofit organizations (a 501c4 and a 501c3) seeking healthy democracy through democracy renovation.

Democracy renovation reconnects people to civic life and redesigns our political institutions and civic infrastructure so people have the tools they need to be responsible and effective citizens—and politicians have the incentives they need to deliver responsive and accountable representation.

Partners In Democracy Education (c3) focuses on the first half of that work: reconnecting people to civic life via civic education and citizen deliberation opportunities, digital civic infrastructure development, and democracy renovation training and education, including a special focus on ranked choice voting and Top 5 election systems. The goal of Partners In Democracy Education is a fully inclusive and well-supported culture of democratic participation.

Partners In Democracy (c4) focuses on the second half of that work: redesigning our political institutions and civic infrastructure, including a special focus on ranked choice voting and Top 5 election systems. The goal of Partners In Democracy (c4) is a responsive and accountable system of representation.

We focus our work by concentrating on specific geographies—currently Massachusetts and Ohio for both PID and PID-E.

For more information, visit the Partners In Democracy website (partnersindemocracy.us).

The Role

The President and Chief Executive Officer will report to the Founder Chairperson (Danielle Allen) and the Board of Directors and provide overall leadership to Partners In Democracy and Partners In Democracy Education. The President will lead the vision, strategy, and priorities, oversee the performance of the leadership team, and ensure the progress and effectiveness of the organization in attaining its mission. The President/CEO will work closely with a COO and managing partners. The President/CEO, COO, and Managing Partners constitute the leadership team for the Partners In Democracy Group.

What You'll Do

- Vision, Strategy & Planning
 - Set the vision, strategic goals, and priorities aligned to the mission, in consultation with the PID and PID-E boards, COO, Managing Partners, staff members, and other key stakeholders.
 - Own the business model of the Partners In Democracy Group's core programs, as well as internal work involving fundraising and team performance.
 - Ensure the organization has sufficient resources to undertake priority programs and for standard operations.
- Team Management,
 - Have ultimate responsibility and oversight for the 11 person Partners In Democracy staff and \$3-5 million operating budget; the role will directly supervise one or more members of the leadership team, including the COO, who is responsible for the day-to-day management of staff execution of program plans, funder commitments, and operations.
 - Ensure team member commitment to the Partners In Democracy group mission and maintain a willingness to partner with people from all partisan, geographic, and demographic constituencies.
- Organizational Values & Culture
 - Partner with the COO to deepen a culture of trust and accountability;
 - Support mechanisms and leadership practices for effective information-sharing, collaboration, and learning across program teams.
- Compliance & Oversight
 - Support the Board in carrying out its fiduciary, strategy, and legal oversight and support duties, approving staff reports on PID finances and budget, and ensuring compliance systems are in place.

- External Representation
 - Be a thought leader for internal and external stakeholders, as well as the chief ambassador for the Partners In Democracy Group, while also supporting a team of ambassadors in the Managing Partners. Represent the organizations' mission, values, and programs.
 - Represent the Partners In Democracy Group in high-level policy dialogues and political engagement with policymakers and individuals with influence who are interested in electoral reform and voting rights.
- Fundraising
 - Serve as a primary contact with major donors and prospective major donors.
 - Identify additional fundraising opportunities and lead the team in an all-hands fundraising approach

Keys to Success

All successful candidates for roles with Partners In Democracy will possess the following:

- Strong familiarity with and commitment to Inclusion and Belonging principles;
- Commitment to lifting up the perspectives and priorities of the communities we aim to reach;
- Keenly aware of how systems and processes can be built and revised to advance pluralism; and
- Openness to feedback and understanding that good ideas can come from anyone.

Successful candidates for the President/CEO role will also possess the following:

- Strategic Vision
 - The ability to create and articulate an inspiring vision for how Partners In Democracy will take its impact to the next level
 - An entrepreneurial and creative approach to developing new, innovative ideas that will stretch the organization and push the boundaries within the democracy renovation space (cultural and structural)

- The ability to set clear and challenging goals while committing the organization to improved outcomes; tenacious and accountable in driving results
- Comfort with ambiguity and uncertainty; the ability to adapt nimbly
- Leadership
 - Has a high degree of integrity and forethought in their approach to making decisions; the ability to act in a transparent and consistent manner while always taking into account what is best for the organization
 - The ability to attract, recruit, and retain top talent, motivate and celebrate the team, delegate effectively, and manage performance; is a strong developer of others
 - Self-reflective and leads by example to drive the organization's overall performance with an attitude of continuous improvement through transparent feedback cycles
 - Has strong, versatile leadership skills, an innovative and creative spirit, political acumen, and the ability to establish a working environment that fosters trust, accountability, and teamwork
 - Has high mission-orientation and a commitment to building and fostering a diverse, inclusive, and collegial workplace, displaying a multicultural competence, and working across partisan lines and other differences
- Relationships and Influence
 - Naturally connects and builds strong relationships with others, demonstrating strong emotional intelligence and an ability to communicate clearly and persuasively
 - A credible and compelling spokesperson, with an ability to engage effectively and externally with diverse audiences and a track record of attracting and retaining new revenue
 - Ability to raise awareness and advance an understanding of the Partners In Democracy Group's mission, work, and impact, inspiring trust in others through compelling influence and charisma
- Familiarity with Democracy Renovation Landscape
 - Familiarity with the civic learning and civic engagement ecosystems, Our Common Purpose reforms including ranked choice voting, proportional representation, and other democracy reforms

- Is a savvy analyst of power dynamics, stakeholder interests, and political realities, and sees pathways to impact in a challenging and rapidly changing political landscape
- Fundraising
 - Has a successful track record in fundraising and building institutional capacity, and understands the interests, needs, and capacities of different types of donors.
 - Has a high level of business acumen, including successful P&L management and the ability to exercise sound, informed judgment and make decisions based on accurate and timely analyses
- External Representation
 - Possesses outstanding oral and written communication skills, as well as experience representing an organization to a broad set of external audiences; is an effective storyteller
 - Has strong listening and diplomatic skills, and demonstrated experience of developing positive and productive relationships. This includes developing authentic, personal connections with people from all political affiliations, backgrounds, races, ethnicities, and socioeconomic positions

If you believe that you qualify for at least 70% of this job description we encourage you to apply. We know that [imposter syndrome](#) and the [confidence gap](#) can prevent strong candidates from applying to a job unless they see themselves as a 100% fit. We would love to hear from you.

Important Details

This role will be based in Massachusetts, but we are working remotely for the time being. Travel around the state will be required.

The salary for this position is \$170,000. Benefits include 100% employer-paid health, dental, and vision insurance, 401k plan with employee match, and opportunities for flexible work.

This role is subject to a background check to the extent permitted by law.

EEO Statement

Our team is committed to equal employment opportunity (EEO). We will not discriminate against team members or applicants for employment on any legally-recognized basis ["protected class"] including, but not limited to: race; color; religion; genetic information; national origin; sex; pregnancy, childbirth, or related medical conditions; sexual orientation, gender identity and/or expression, age; disability; citizenship status; uniform service member status; or any other protected class under federal, state, or local law.

To apply

Please submit your resume and a letter of intent explaining why you are interested in the work of Partners In Democracy to team@partnersindemocracy.us. We will accept applications on a rolling basis until August 1, 2024.