



## Executive Director Job Description

### General Description

Protecting Arizona's Family Coalition (PAFCO) is an alliance of health and human services groups focused on uniting the community to be a powerful voice for Arizona's vulnerable. PAFCO operates on a belief that there is strength in equity and power in unity. These two organizing principles drive our work.

PAFCO is seeking an individual who can engage, motivate, and lead member groups in furthering the mission and work of PAFCO as well as represent PAFCO at the state legislature and other settings.

The successful candidate will be an action-oriented, results driven, analytical, strategic thinker who can develop, support and lead an effective and cohesive team toward improving the well-being of Arizona families. The ideal candidate will possess a good working knowledge of the insider legislative advocacy and lobbying process, hold a skill set in convening community groups and mobilizing individuals for grassroots organizing, and have experience in policy analysis, training and public speaking, advocacy and lobbying, communication and relational activities.

### Responsibilities:

- Convene and coordinate nonprofit agencies, faith groups, and other affiliated stakeholders as necessary to plan and execute strategic actions of advocacy.
- Serve as the registered chief lobbyist for PAFCO, maintaining a high profile visible presence at the Legislature and other appropriate settings for advocacy actions.
- Act as the primary public spokesperson for PAFCO.
- Organize and train for legislative advocacy, systems advocacy, and similar public presentations and voter engagement activities.
- Oversee efforts related to civic participation including voter registration, voter education, and get-out-the-vote efforts.

### Key Tasks:

- In collaboration with the Board, assist health and human services community in effort to reframe the conversation about our sector and the people we serve.
- Be a public spokesperson for PAFCO including drafting news releases, op-ed opinion pieces, providing public testimony, speaking at press conferences, or other public settings.

- Provide advocacy training to diverse groups, people being served, staff, boards, volunteers, community members, based on PAFCO models of citizen engagement and voter engagement.
- Lead PAFCO actions and PAFCO Action Days at the Legislature in collaboration with agency and community groups.
- Provide regular updates through PAFCO emails, and other social media to inform PAFCO leaders and members.
- Mobilize PAFCO members groups and community groups for strategic actions at the Legislature and other public settings.
- Organize voter engagement activities and training to enable agencies and community groups to do voter registration, voter education and voter engagement.
- Represent and act as community liaison and primary contact to community groups, business, unions, faith and other human services committees (i.e. Basic Needs Coalition).
- Act as clearing house and central distribution point for health and human services analysis and action information.
- Be a convener for planning shared action among diverse groups and mobilizing around shared action on a common issue when necessary.
- Convene steering committee and other leadership groups as necessary.
- Organize fundraising and prepare grants and do fundraising as necessary.
- Coordinate board meetings, prepare reports, manage finances, and maintain legal and corporate status and legal reports, and other organizational development and maintenance activities as necessary.
- Manage and supervise other PAFCO staff, interns, and contractors as necessary.
- Complete work plans as designated by the PAFCO Education Board

### **Qualifications**

- Minimum of three years of senior level nonprofit experience
- Strong public relations/public speaking and fundraising background
- Ability to work effectively in collaboration with diverse groups of people
- Integrity, passion, mission-driven and self-directed
- Bilingual (English and Spanish speaking) preferred

### **Salary and benefits**

PAFCO offers a competitive salary of \$60,000 - \$70,000 DOE and a \$450 monthly stipend to assist with medical insurance costs. We also offer flexible vacation and sick time to be taken as needed.

### **To apply:**

Please send your cover letter and resume to [hr@pafcoalition.org](mailto:hr@pafcoalition.org).