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**GENERATION CITIZEN  
EXECUTIVE DIRECTOR, NEW ENGLAND  
LOCATION: Boston, MA or Providence, RI (Hybrid)**

**ABOUT THE ROLE:**

The Executive Director is an experienced leader overseeing the continued impact of the New England region, headquartered in Boston or Providence. They will shepherd and develop key relationships with the government, institutional funders, major donors, and partners. They will also manage a local team, serve as the spokesperson and face of Generation Citizen across the region, lead the Local Advisory Board, and lead program and policy strategy. The Executive Director will partner closely with the local Board, current, new school, and coalition partners in shaping the vision and implementation of GC's growth across the New England region.

The New England Executive Director thrives in managing rapidly changing environments and is a self-starter and a constant and collaborative learner. They are excited to build on Massachusetts and Rhode Island's recent innovative civics policy legislation and rapid scale of Action Civics in the region. This opportunity works remotely with the expectation of attending in-person team days at one of the offices, hosting board meetings, and other potential in-person activities. The Executive Director manages a small team and reports directly to the Chief Sites & Partnerships Officer.

**RESPONSIBILITIES:**

***Fundraising & Network Development***

- Build strong relationships with existing donors and continue to grow and expand a diversified funding strategy, including government, major donors, foundations, corporations, and earned income, to meet annual fundraising goals and enable sustained growth over time in alignment with the strategic plan
- Strategically engage new individual, foundation, and corporate funding sources
- Partner with board chairs to effectively engage the New England Local Advisory Board and Associate Board (comprised of young professionals) in supporting regional priorities, including program growth, fundraising, and local advocacy efforts
- Provide fiscal oversight and manage the site's budget

***Strategy, Outreach & Leadership***

- Develop and refine the New England program, policy, and youth-development strategy, in alignment with a new organization-wide strategic plan revision completed this spring
- Serve as the external face of GC throughout the state by building and intentionally growing relationships with community partners, school districts, elected officials, the philanthropic community, and the media
- Manage and grow staff to achieve quarterly and annual goals for fundraising, advocacy, and program
- Serve as a member of the organizational Leadership Team, guiding overall organizational decision-making, strategy, and culture.

***Leading Policy & Advocacy Efforts for Action Civics***



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- Strategically develop and participate in coalitions and partnerships with a broad array of individuals, groups, and organizations to elevate the importance, presence, and quality of action civics in New England
  - Engage in advocacy and policy work, including local and state task forces and commissions to support the continued development of standards and implementation of civics legislation, including advocating for continued funding for districts for MA civics projects and funding for policy implementation in RI.
  - Articulate the importance and impact of Action Civics education through public, equity-focused messaging in op-eds, interviews, conference presentations, participation in panels, and other relevant communication mediums

#### **QUALIFICATIONS:**

- 7+ years of non-profit fundraising experience for education, democracy, or youth service organization, showing progressive responsibility and a successful track record cultivating major donors and meeting fundraising goals
- Experience supervising, developing, and coaching others
- Demonstrated capacity to build or effectively participate in coalitions with a clear, policy objective
- Strong knowledge of Massachusetts and Rhode Island's philanthropic, education, and policy landscape
- A strong, established network of relationships with local philanthropists, elected officials, and educators in MA and RI.
- Based in the Boston or Providence area with an ability to travel to coworking offices in the Boston area, and ability to travel to various funder meetings and events across New England

#### **PERSONAL CHARACTERISTICS & NECESSARY COMPETENCIES:**

- A deep commitment to and passion for Generation Citizen's mission
- A professional track record and personal commitment to diversity, equity, and inclusion - especially in regards to conducting policy and advocacy, and fundraising, with an equity focus
- Ability to influence through strengths-based storytelling, with a commitment to elevating youth voice
- An inspiring leader, strong relationship-builder, empathetic listener, an excellent manager
- An intentional giver and receiver of direct and supportive feedback in order to connect to, engage, and inspire staff in all tiers of the organization towards outcomes, as well as for personal growth
- Highly collaborative spirit, with a strong ability to project manage and get things done (individually and with others) in a fast-paced, dynamic environment
- Strong ownership of personal work, as well as team outcomes
- Powerful written and oral communication skills and the ability to maintain professionalism with diverse stakeholders

#### **HOW TO APPLY:**

Complete [the application](#) and be sure to attach a resume and cover letter. The hiring manager will reach out to qualified candidates to schedule a phone screen. Due to the expected volume of applications, **GC team members will not be available to reply directly to inquiries about the position or the status of your application.**



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While the hiring timeline is subject to change, the GC team hopes to have the Executive Director role in New England filled by or before October 1st. We encourage applicants to submit their applications early.