



NEW DAY NEVADA

www.newdaynevada.org

ROLE: Executive Director (Full-Time, Exempt)

LOCATION: Nevada (Las Vegas or Reno)

ABOUT NEW DAY NEVADA

New Day Nevada is a young, Nevada-based 501(c)4 non-profit organization dedicated to helping hardworking Nevadans who play by the rules, but who nonetheless can't get ahead. New Day Nevada understands that from stagnating wages to growing medical and education costs, working families keep getting the raw end of the deal. To address these issues, we are committed to fighting for affordable health care and affordable medicine, corporate accountability, student borrower protections, worker rights, and access to democracy. New Day Nevada is here to stand up for the interests of working families and ensure their voices are heard by our elected leaders.

Since 2019, New Day Nevada has played a critical role in Nevada's legislative landscape working to secure victories for hardworking Nevadans like passing healthcare public options, a path to affordable medicine, and a deal that secured \$150M a year for K-12 education. In our work, we have engaged dozens of community partners across the state of Nevada, and have worked hand in hand with legislative leaders. We believe that it is critical to connect hard-working Nevadans with their elected representatives on the issues facing our communities. Nevadans need to be able to have their voices heard whether that is in our elections or the legislative process.

OPPORTUNITY FOR IMPACT

New Day Nevada is at an inflection point for the growth of our organization. We seek an Executive Director who is as passionate about economic justice issues as scaling an organization for impact. The New Day Nevada Executive Director will serve as the face of the organization, offering a compelling vision to community leaders, legislators, staff, press, and funders. The Executive Director will implement a strategy to prioritize and maximize our organization's impact, including executing our next 3-5-year strategic plan. Reporting directly to the Board of Directors, the ED will collaborate with local stakeholders/partners, state legislative representatives, and other stakeholders to deliver the greatest possible impact for working Nevadans.

This is an ideal opportunity for a leader who excels both internally and externally (i.e., builds excellent teams while simultaneously establishing external solid relationships with partners and donors alike). We seek a leader who will be able to grow our organization in service of building lasting power to achieve our long-term policy and electoral goals.

Although there is currently no physical office for the organization at this time, the New Day Nevada Executive Director will be required to reside in the state of Nevada.

DUTIES AND RESPONSIBILITIES:

Organizational Strategy and Execution

- Design, develop, and drive the implementation of a new strategic plan through a collaborative process in consultation with the Board and partners.
- Position New Day Nevada as indispensable to elected officials, policymakers, legislative staff, and partner organizations to effectively influence policy outcomes.
- Build relationships with aligned national and state organizations to further New Day Nevada's programmatic goals.
- Serve as an organizational representative at key coalitions, including supporting the work of mission-aligned partners.
- Develop a cohesive electoral strategy that carries into the legislative session. With the assistance of consultants, ensure compliance with all federal and state regulations relating to electoral and/or lobbying activities.

Communications Strategy

- Serve as the primary point of contact for the press and organizational spokesperson.
- Work with staff, stakeholders, and the New Day Nevada Board of Directors to develop and execute a proactive communications strategy.
- Manage New Day Nevada social media assets as well as all paid and earned media efforts including maintaining tracking documents, coordinating with vendors, and reviewing and approving creative and working with communications staff and/or contractors to ensure regular amplification of priority issues.

People Leadership & Management

- Recruit, develop, and retain a high-performing team of staff and/or contractors to advance strategic priorities.
- Oversee human resources, including hiring, salaries, benefits, employee policies, performance evaluations, and employee relations as well as manage all contractors.

Fundraising and Board Leadership

- Work with current funders and the Board of Directors to create and implement a comprehensive development strategy to diversify funding and grow the organization in the short and long term across a variety of mechanisms.
- Oversee New Day Nevada's finances, manage budgets, pay invoices, and sign contracts.
- Liaise with the Board of Directors and our funders to maintain strategic alignment, meet deliverables, and execute effective legislative and electoral programs. Assist in Board development activities including retention, training, and ensuring effective communication between staff and Board members.

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

PROFESSIONAL QUALIFICATIONS:

- 3+ cycles of progressive political or legislative campaign experience, with at least 2 years of campaign and/or nonprofit management experience, including a demonstrated history and understanding of scaling programs and campaigns.
- Knowledge of the Nevada political and state legislative landscape, including possible strategic partners, and understanding of the top economic security issues Nevada's working families face.
- Practical interpersonal skills and ability to build coalitions and trusting relationships with a broad range of individuals, organizations, and groups.

- Highly flexible and adaptable with the ability to drive organizational change and build consensus internally and externally.
- Excellent time management skills and ability to meet competing deadlines.
- Strong oral and written communication skills. The ability to write compelling program reports is critical.
- Demonstrated ability to navigate conflict and work toward resolution, preferred.
- Knowledge of financial management, fundraising, grant writing, and/or cultivating relationships with donors and funders.
- Basic computer literacy, including proficiency in Excel and Google Suite platforms, is required; and access to a reliable laptop is preferred
- Knowledge of laws and policies connected to legal compliance for 501c(3)s, 501c(4)s, and PACs (Political Action Committees).

COMPENSATION & BENEFITS:

This is a Nevada-based full-time position that will require occasional domestic travel with a competitive starting salary range of \$85,000-\$96,000 annually. This salary range represents a good-faith estimate of what New Day Nevada may pay for this position at the time of posting. The salary offered to the selected candidate will be determined based on factors such as budget availability and commensurate with the selected candidates' experience. Additional benefits include:

- Paid leave in addition to state and federal paid holidays
- Stipends to purchase health care off the state health exchange; can include medical, dental, and vision
- Additional benefits will be available in consultation and approval by the Board and could include 401K or other retirement account matching funds, Monthly Cell Phone and Internet Reimbursements
- Reimbursement for work-related expenses and professional development opportunities
- Any travel fees incurred by the Executive Director in the course of business will be reimbursed by the organization, including hotel costs as well as vehicle mileage and meals according to Federal GSA per diem rates

TO APPLY

To apply, send a cover letter and your resume to info@newdaynevada.org with the subject line "NDN Executive Director Position." **Priority deadline to apply is September 30.**

EQUAL OPPORTUNITY EMPLOYER

New Day Nevada is an equal-opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, creed, national origin or ancestry, ethnicity, sex, gender identity (including gender nonconformity and status as a transgender or transsexual individual), sexual orientation, marital status, age, physical or mental disability, citizenship, past, current or prospective service in the uniformed services, predisposing genetic characteristic, domestic violence victim status, or any other status protected by applicable federal, state, or local laws.