The Economic Progress Institute, a non-partisan, non-profit research and advocacy organization working to improve economic security and opportunity for Rhode Islanders, invites applications and nominations in the search for its next Executive Director.

At a time when Rhode Island is facing an unprecedented economic and health care crisis, the Economic Progress Institute is uniquely poised to play an instrumental role in advocating for policy and budget decisions that will best address the immediate needs of Rhode Islanders with low and modest incomes, while also positioning the state for a speedier economic recovery.

The Institute is seeking a leader to collaboratively set a vision for the next stage of its work, building on its strong reputation on issues impacting the economic vitality of Rhode Island residents and the state, and carrying forward a deep commitment to diversity, equity, and inclusion (DEI) in all aspects of its internal operations and public-facing work. The incoming Executive Director will be the lead spokesperson for the Institute, promoting issues to audiences including funders, elected officials, and the media, while uplifting community organizations and voices. They will be responsible for the overall management of the organization and will work with the staff and Board of Directors to establish and implement strategic direction and the annual work plan, ensuring that the organization continuously improves its policies and practices in a manner consistent with its DEI commitment. The Executive Director will collaborate with the board to lead ongoing fund development and ensure strong fiduciary oversight of the budget and operations.

To be successful, the next Executive Director will bring strong capabilities related to strategic planning, operational and financial excellence, and staff management, as well as an understanding of the policymaking and implementation process. The position requires strong analytic skills, self-motivation and the ability to manage and inspire staff and to communicate effectively with a variety of audiences. The Executive Director will bring commitment to and experience with embedding values of diversity, equity, and inclusion in an organization or program and commitment to the core values of the Institute.

This search is being conducted with support from NPAG. Application instructions can be found at the end of this document.

THE ECONOMIC PROGRESS INSTITUTE

Founded by Linda Katz and the late Nancy Gewirtz in 1999, The Economic Progress Institute uses research, education, and advocacy to advocate for policies that improve economic security and
opportunity for Rhode Islanders. This includes advocating for tax and budget policies that are fair and generate adequate resources to fund public services and support the essential role of government in promoting a just and prosperous society. The Institute uses these core strategies:

**Research**: Provide data-driven analysis to inform state policy debates and scrutinize proposals to determine how they will affect everyday Rhode Islanders.

**Public Education**: Put analysis and information into the hands of policymakers, journalists, community partners, and concerned residents to promote debate based on facts. The Institute also educates community-based organizations about the government resources available to help Rhode Islanders meet their basic needs.

**Advocacy**: Use data to influence legislative and budgetary decisions and bring together Rhode Islanders from diverse backgrounds to empower them to influence the choices being made at the State House.

Over its two decades of work, the Institute has worked across a wide variety of areas impacting Rhode Islanders. Working in coalition with a broad network of grassroots advocacy organizations, the Institute has:

➢ Successfully campaigned for paid family leave, earned sick time and an increase to the state’s minimum wage
➢ Won increases in the state’s Earned Income Tax Credit
➢ Increased access to job training programs that prepare workers for a changing economy
➢ Expanded eligibility for affordable, high quality child care
➢ Worked with state agencies to develop solutions to overcome obstacles to accessing affordable health coverage and access to high-quality care
➢ Secured hard-fought accountability measures for the costly tax subsidies that the state gives businesses

Learn more about its policy agenda and impact.

The Institute is funded through the generous support of philanthropic partners including local and national foundations, several of which provide multi-year support. It receives significant funding from a loyal base of individual donors and seeks to expand this group. The Institute has a talented and passionate staff, and is governed by a board of directors composed of a group of individuals committed to economic and social justice.

**OPPORTUNITIES AND CHALLENGES FACING THE NEW EXECUTIVE DIRECTOR**

As its most visible community representative, the Executive Director personifies the mission of the Institute. Reporting to the Board of Directors, the Executive Director provides vision and leadership to the organization, and is responsible for the overall management, planning, accountability, and administration of the organization to assure programmatic excellence. Key areas of responsibility include:

- Giving direction and leadership toward achieving the organization’s philosophy, mission, vision, strategy and its annual goals and objectives.
- Cultivating and maintaining relationships with key stakeholders including community-based organizations, labor groups, religious organizations, and other advocacy
organizations.

- Working with the Board of Directors and its committees to continually review and strengthen the organization.
- Displaying leadership that inspires staff and distributes responsibility in a manner that fosters a collaborative team environment.
- Assuring sound financial planning and management, with a particular emphasis on growing and diversifying revenue streams, and managing expenditures to keep effective stewardship of funds.
- Cultivating and stewarding relationships with legislative leadership and staff, the Governor’s office and state agencies, and other key policymakers.
- Serving as primary media spokesperson as the “face of the organization.”
- Working with local, state and national partners to develop strategies including innovative ways to deliver our research and analysis so that it is clear, compelling, and persuasive.

QUALIFICATIONS OF THE IDEAL CANDIDATE

Ideal candidates for this position will share the Institute’s passion for its mission and possess the range of skills to effectively lead the work of the organization. Candidates should be capable in nonprofit management, relationship building, policy analysis, and advocacy. Candidates must have excellent communications skills, including the ability to communicate technical information clearly to a range of audiences both in writing and orally.

The following characteristics are highly desirable:

- experience in nonprofit management, to include:
  - fund development, including both grant seeking and management, and also cultivating and soliciting individual and institutional donors
  - working collaboratively with and for a board of directors; engaging and leveraging the board to advance strategic imperatives and fundraising
  - strong business skills, including the ability to evaluate priorities and opportunities, and to make and communicate evidence-based decisions
  - the ability to collaboratively lead diverse teams
- experience in lobbying and other political advocacy work
- the capacity to develop and maintain collaborative relationships with individuals and organizations interested in economic policy, including elected officials and their staff, journalists, community-based organizations, and coalitions
- experience in applying a racial justice lens/approach to ensure that addressing systemic racism is a core element of organizational work and policy agenda
- an advanced degree – or comparable knowledge and skills – in economics, public policy, law, social work or a related field.

COMPENSATION

The target salary for this role is $85,000. The position includes health and retirement benefits valued at an additional $20,000, among other benefits.
TO APPLY

Due to the pace of this search, candidates are strongly encouraged to apply as soon as possible. Applications including a cover letter describing your interest and qualifications, your resume (in Word format), and where you learned of the position should be sent to: epi-ed@npag.com. In order to expedite the internal sorting and reviewing process, please type your name (Last, First) as the only contents in the subject line of your e-mail.

The Economic Progress Institute is an Equal Opportunity Employer and does not discriminate on the basis of race, sex, age, disability, sexual orientation, religion, national origin or any other basis. Black, Indigenous, and other People of Color and persons with disabilities are encouraged to apply.