



**Job Title:** Executive Director

**Organization:** Moving Forward Network (MFN)

**Location:** Remote

**Position Type:** Full-time, Exempt

**Reports To:** Windward Fund President

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# Executive Director

## Position Summary

The Moving Forward Network (MFN) seeks a dynamic and experienced full-time Executive Director to advance the mission and goals of MFN by overseeing the development and implementation of priority programs and activities. The Executive Director will manage and collaborate closely with the MFN staff, Advisory Board, and members to ensure the effective execution of projects and strategic initiatives. The Executive Director will raise and manage MFN's budget and administrative functions; represent MFN externally; inspire staff, Network members, and external partners (e.g. funders); provide leadership and work with MFN Advisory Board and Windward Fund (fiscal sponsor).

General responsibilities include providing support, guidance, and vision to MFN staff and Network members through facilitating strategic planning, program development, policy advocacy, campaign development and implementation. This position will represent MFN at external meetings and events and explore new relationships to advance the Network's campaigns. This is a full-time, fully remote position.

## Background

The Moving Forward Network (MFN) is a national network of over 50 member organizations that centers grassroots, frontline-community knowledge, expertise, and engagement from communities across the US affected by the global freight transportation system. MFN builds partnerships among community leaders, academia, labor, environmental organizations, and others to protect communities from the impacts of the global freight system. Its diverse membership engages in integrated and geographically dispersed advocacy strategies that incorporate organizing, communications, research, legal and technical assistance, leadership

development, and movement building. These strategies respect multiple forms of expertise and builds collective power by facilitating information sharing, coordinating communications strategies, sharing advocacy tools, leading research, hosting peer-to-peer trainings, and convening local, regional, and national workshops and movement-building activities. MFN also supports and coordinates national policy campaigns for itself and its allies.

## **SUMMARY OF DUTIES, RESPONSIBILITIES AND GOALS**

Overall leadership and management of the Moving Forward Network. Working with MFN staff, Project Advisory Board, Grassroots Regional Council, and consultants, the Project Director will ensure that MFN campaigns and operations continue by engaging in long term strategic planning to determine priorities and future directions of MFN.

### **Organizational Leadership and Development**

- Work with staff to develop strategic goals for projects/initiatives that support MFN's mission.
- Develop and manage specific project/initiatives, including achieving strategic project goals, objectives, and timelines.
- Develop work plans and oversee completion of all grant deliverables, reporting, and budget monitoring.
- Manage all project specific contracts/subcontracts and consultants, specifically:
  - Identify and manage subcontract partners based on needs of projects/initiatives.
  - Develop scopes of work and work with relevant MFN staff to coordinate execution of contracts.
  - Oversee and manage completion of contract deliverables.
- Represent MFN in external activities, e.g. funder and field related activities.

### **Staff Hiring and Supervision**

- Work with the operational staff to allocate resources for project staffing, draft job descriptions, identify candidates, and coordinate hiring process and timeline.
- Hire and supervise staff.
- Complete and manage all administrative tasks associated with staff supervising (e.g. timesheets, staff performance evaluations, paperwork, etc.).
- Mentor staff and identify professional development opportunities when applicable.

## **Budgetary Responsibility**

- Work with relevant staff and Project Advisory Board to strategically identify grants and cultivate relationships with funders.
- Write and submit grant concepts, letters of intent, and proposals.
- Work with relevant staff to develop budgets for prospective grants.
- Work with relevant staff to identify organization wide funding opportunities and develop coordinated fundraising strategies across projects.
- Manage and oversee project/initiative specific expenditures and reports.

## **Internal and External Communications**

- Responsible for making highly impactful decisions.
- Represent MFN in a media context, when appropriate.

## **Qualifications**

- Experience in and commitment to social justice.
  - Experience working in and/or with community-based frontline and fenceline environmental justice communities as well as in professional private and public sector settings.
  - Experience in strategic planning, organizational development, and project management, and the ability to hold a long-term view of social, environmental, and economic justice needs, goals, and strategy.
  - Commitment to principles of accountability to the grassroots leaders and communities MFN serves, the Project Advisory Board, Grassroots Regional Council, and staff team.
  - Commitment and ability to address issues of race, gender, and diverse abilities openly and frequently.
  - Must function well within a team context with a positive attitude and the ability to lead as well as “step up to step back.”
  - Management experience that establishes clarity of roles and decision making authority that are actively collaborative and encourage leadership from the entire team.
  - Ability to function in a highly independent manner with minimal guidance
  - Ability to anticipate challenges with a high degree of problem solving and analysis required.
  - Must be highly organized, detail-oriented, self-motivated.
  - Bachelors or Masters degree and higher or, (depending on position) or commensurate experience.
  - Proficiency with MS Suite (Word, Excel, Access, PowerPoint, etc.).
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**COMPENSATION & BENEFITS:**

Salary Range: \$130,000 - \$150,000 annually

**Comprehensive benefits package that includes:**

- 100% employer-paid health, dental, and vision Insurance for employees (and their families)
- Employees are able to enroll in 401k retirement plan and are eligible for a 3% automatic contribution and up to 3% employer match on 401k contributions.
- Employees are also eligible for pre-tax transportation benefits.
- Employees will receive 200 hours of vacation time, 80 hours of health leave, up to 2 days of casual leave, and 20 hours of volunteer leave annually.
- Employees will also receive 13 paid holidays throughout the calendar year.
- Employees are eligible for 12 weeks of paid family and medical leave after 90 days of employment.
- Professional development opportunities
- MFN will also supply office workspace infrastructure or financial support for remote working needs.

**LOCATION, ACCESSIBILITY, AND WORKING CONDITIONS**

This is a fully remote position and requires applicants to work on a computer daily for long periods of time, and collaborate with colleagues and coalition partners through Zoom, email, and other digital platforms. MFN will provide a computer and other equipment needed to fulfill basic job responsibilities. This position will require applicants to travel for staff activities, fund development, speaking engagements, and other external roles.

**POSITION CLOSE DATE:** This position will remain open until filled; early submission by September 16, 2024 is encouraged.

**RESUME SUBMISSION PROCESS:**

To apply for this position, please submit your resume, cover letter, three references and salary requirements to Moving Forward Network at [workwithmfn@gmail.com](mailto:workwithmfn@gmail.com).

Please put "MFN Project Director-2024" followed by a dash and your last name, first name into the subject line of your email. No phone calls, please.

**Hiring Statement**

Moving Forward Network is a project of Windward Fund, a 501(c)(3) public charity that incubates new and innovative public-interest projects and grant-making

programs. Windward is committed to attracting, developing and retaining exceptional people, and to creating a work environment that is dynamic, rewarding and enables each of us to realize our potential. Windward's work environment is safe and open to all employees and partners, respecting the full spectrum of race, color, religious creed, sex, gender identity, sexual orientation, national origin, political affiliation, ancestry, age, disability, genetic information, veteran status, and all other classifications protected by law in the locality and/or state in which you are working.

**E-Verify**

Windward participates in E-Verify and will provide the federal government with employees' Form I-9 information to confirm authorization to work in the United States. Job candidates and employees authorized to work may not be discriminated against on the basis of national origin or citizenship status.