



# The Economic Progress Institute

## Executive Director

Providence, Rhode Island

**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 significant opportunities for policy change, the Economic Progress Institute is poised to play an instrumental role in advocating for policy and budget decisions that best address the needs of Rhode Islanders with low and modest incomes and also position the state for a speedier economic recovery. To continue these efforts, the Institute is seeking a leader who will be the lead spokesperson for the Institute, building relationships and uplifting community organizations and voices while promoting issues to various audiences. The new Executive Director will lead the strategic and overall management of the organization, including: collaboratively setting a vision for the next stage of the Institute's work that builds on its strong reputation on issues impacting the economic vitality of Rhode Island residents and the state; planning and managing for organizational sustainability including financial sustainability and coaching and mentoring staff; and carrying forward the Institute's commitment to equity and other [core values](#). The Executive Director will also collaborate with the Board to lead ongoing fund development and ensure strong fiduciary oversight of the budget and operations.

### **THE ECONOMIC PROGRESS INSTITUTE IS...**

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 decisions 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 accountability measures for the costly tax subsidies that the state gives businesses

Learn more about the Institute's [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.

### **THE EXECUTIVE DIRECTOR WILL...**

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

- Providing vision and working collaboratively with the Board and staff to set strategic direction for the next phase of the Institute's work that centers equity and grounds efforts in the organization's core values.
- Inspiring, managing, and coaching the staff of six other people to foster a collaborative team environment focused on achieving annual goals.
- Growing and diversifying revenue streams and managing expenditures to effectively steward funds to ensure sound financial planning and management.

- 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.
- 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 research and analysis so that it is clear, compelling, and persuasive.

## **YOU ARE...**

An ideal candidate for this position will share the Institute's passion for its mission and possess a range of skills in nonprofit management, relationship building, and advocacy. The following experiences and characteristics are highly desirable:

- experience in collaboratively setting a strategic vision that is informed by and responsive to a diverse community and developing and executing upon a sustainability plan towards that vision
- experience in and commitment to applying a racial justice approach to ensure that addressing systemic racism is a core element of the organization's work and policy agenda
- experience in fund development, including both grant seeking and management, and cultivating and soliciting individual and institutional donors
- the ability to inspire and lead diverse teams and provide encouragement and joyful support for the ongoing development and growth of employees
- 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
- excellent communications skills, including the ability to share complex information clearly with a range of audiences
- experience collaborating with a board of directors and engaging and leveraging the board to advance strategic imperatives and fundraising
- the ability to evaluate strategic and financial priorities and opportunities and to make and communicate evidence-based decisions
- experience in lobbying or other political advocacy work
- significant experience and skills in management, nonprofit leadership, business, public policy, law, social work or a related field
- The ED cannot hold federal, statewide or municipal elected office at the level of executive or Council. Involvement in other committees associated with a party or municipality will be considered.

## **COMPENSATION AND BENEFITS**

The Institute is pleased to offer a salary and health/dental care package in the range of \$110,000 to \$120,000, commensurate with experience. Additional benefits include but are not limited to matching retirement contributions, PTO, and an ongoing hybrid office schedule.

## **TO APPLY**

This search is being conducted with support from Callie Carroll of CLC Endeavors. Nominations and applications should be sent to [epi@clcendeavors.com](mailto:epi@clcendeavors.com). Applications can either be submitted in resume and cover letter form or via another format such as a short video/audio statement or narrative text. Applications should communicate your interest in and qualifications for the position.

**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.**