



COALITION ON HUMAN NEEDS

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Position Available: EXECUTIVE DIRECTOR

Founded in 1981, the Coalition on Human Needs (CHN) is an alliance of national organizations working together to promote public policies that address the needs of low-income and other vulnerable people. The Coalition's members include civil rights, service providers, religious, labor and expert policy organizations, and others whose concerns include the well-being of children and families, women, older adults, immigrants, diverse racial and ethnic groups, and people with disabilities.

The Coalition's activities include serving as a clearinghouse of information on poverty and human needs issues for our members and the general public. CHN hosts frequent virtual meetings and webinars and shares information through listservs and email lists. Its blog [Voices for Human Needs](#) reaches about 20,000 readers and its email program reaches hundreds of thousands of advocates. CHN produces analyses of federal budget, appropriations and other policy proposals and every other year compiles its extensive [Public Policy Priorities](#) through the participation of many policy experts in its membership.

The Coalition is seeking its next Executive Director at a critical moment for the nation and at an important time in CHN's organizational life. The next Executive Director will follow the successful leadership of Deborah Weinstein, who has served as CHN's Executive Director for 22 years.

CHN seeks a strategic, thoughtful, values-driven leader who can ensure the ongoing stability and impact of this important organization, build on the Coalition's long term success and outsized influence, and guide CHN through its next chapter.

Major Responsibilities:

- **Coalition-building:** Develops relationships and works closely with CHN's member organizations, Board of Directors and broader human needs advocacy community, including encouraging joint activities such as capacity-building training and campaigns to support or oppose federal proposals; and working with staff or consultants and Board to develop and implement a plan to increase the number of CHN member organizations.
- **Fundraising:** Oversees and drives institutional fundraising strategy, including cultivating relationships with donors and foundations. Supervises staff with responsibility for dues-paying membership development, foundation grant-seeking and report-writing, annual fundraising event, and online individual giving to support seven or more staff, consultants, and program initiatives; communicates directly with foundation program officers.
- **Federal policy advocacy:** Oversees staff with responsibility for development of advocacy strategy and priority-setting; writes or edits statements of CHN positions, blog posts, email actions; works with staff to develop webinar content to educate a nationwide audience of advocates; represents CHN in public and private meetings.

- **Media relations:** Serves as the spokesperson for CHN to help amplify organizational goals and influence public policy discourse.
- **Additional administrative and management functions:** Staff and consultant hiring and supervision; oversight of organizational legal and financial responsibilities, including work with CHN's Board Treasurer to prepare CHN's annual budget for Board approval; periodic updating of staff benefits and compensation package; and managing relationship of CHN (operating under IRS 501(c)(3) rules) and CHN Action (operating under IRS 501(c)(4) rules).
- **Board relations:** Develops and maintains strong relationships with an active Board of Directors representing a cross-section of CHN's national constituency.

Skills and Qualifications Desired:

- Ten years in senior leadership and demonstrated experience in institutional fundraising and fiscal management.
- Ability to work collaboratively with a small team; experience with people and project management and project or campaign development and supervision.
- Excellent writing and speaking skills.
- Ability to work easily with and provide leadership to a multi-issue coalition – by listening, building trust, seeking consensus, working to identify common interests, and motivating joint action.
- Ability to forge a productive and collaborative working relationship with an active Board of Directors to set the overall direction of the organization.
- Knowledge of CHN member organizations and the broader human needs community.
- Understanding of the federal budget and appropriations processes; familiarity with major federal programs serving low-income people, such as health, nutrition, care, housing, tax and jobs/economic policy; and familiarity with federal data sets measuring poverty, income and other important information.
- Ability to keep many balls in the air at once; experienced in setting priorities.
- Demonstrates versatility, balance, sense of humor, and calmness, with a leadership style that is transparent and collaborative.

Compensation: Compensation for this position is \$200,000 per year plus \$600 yearly toward defrayal of remote work expenses. The generous benefits package includes accrual of four weeks of vacation leave plus five days of administrative leave as well as holiday leave, including the week between December 26-31, and sick leave accrued at one day per month. CHN pays for the full health insurance premium for the employee, spouse or partner, and dependents, and pays for short and long term disability insurance. Employees have access to group dental and vision plans. CHN complies with the District of Columbia Family and Medical Leave Act and DC Paid Family Law. CHN contributes retirement benefits of 3 percent of pay to a 401(k) account after six months of employment.

The Coalition on Human Needs is committed to providing equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, or disability. CHN is a fully remote organization, with all of its staff residing in the Washington, DC area. This is a position that will require a significant presence in DC.

Applications will be considered on a rolling basis. Applications should be sent to jobs@chn.org with the subject line CHN EXECUTIVE DIRECTOR. A complete application will consist of the following:

- Cover letter (no more than 2 pages)
- Resume (no more than 3 pages)

- Writing sample (no more than 5 pages)
- Contact information for three references, including names, affiliation, relationships to you, email addresses, and phone numbers.

Corrine Yu, a consultant supporting CHN's Executive Director search process, will serve as the main point of contact for applicants. If you have any questions, please email Corrine at cyu@chn.org.