



**Right to The City Boston (RTCB)**  
**JOB POSTING**  
Executive Director

January 16, 2023

### About the Organization

Right to The City Boston (RTCB) is an alliance of base building grassroots organizations established in 2006 as a response to a history of segregationist policies that separated communities of color from white communities but also fractured communities of color from each other. For 16 years, RTCB has been a leading force for unity across neighborhoods and city wide change in the Boston area, responding to the challenging forces that affect poor and working communities across the city.

Our core leaders are: Alternatives for Community and Environment (ACE), Chinese Progressive Association (CPA), City Life/Vida Urbana (CLVU) and New England United 4 Justice (NEU4J). Our agenda includes: The right to stable community, the right to economic justice, the right to democratic participation, the right to public good and the right to a healthy environment. As an alliance of base building grassroots organizations, RTCB is well-positioned to continue to implement its strategic plan and move forward towards its mission and vision. RTCB's program operation focuses on: (1) City-wide Peoples Assembly Organizing around (2) a People's Platform that centers critical campaigns; (3) statewide campaigns and coalition building. Over 100% of RTCB member organizations are led by people of color.

### The Opportunity

RTCB is at a critical moment in its organizational history. It has a 16 year history of organizing around systemic change particularly around housing. Our current work includes organizing to hold development accountable, increase tenant and homeowner protections, organizing to demand deeper democracy and co-governance at the local level, leadership development and political education, as well as anchoring a citywide People's Assembly process, and statewide coalition building. The next Executive Director of Right to The City Boston will build upon successes to date, implement the organization's strategic plan, oversee operations management and fundraising, and lead efforts in staff and board development.

The RTCB budget has doubled in size in the last year. The number of people served, our geographic area of organizing, the launching of key campaigns, and our overall influence have similarly increased over the last few years. This includes the intentional build out of the alliance's platform including in

areas of transportation, environmental justice, and deep democratic participation. Keeping in mind this expansion, the Board has identified the need for a passionate, strategic and experienced leader and manager with local and national networks and funder relationships who can take RTCB into its next stage. The Executive Director will provide essential leadership to guide organizational and programmatic shifts and help ensure long-term fiscal and administrative stability.

## The Ideal Candidate

RTCB is seeking a progressive, experienced, mission-driven leader with a heart for social and economic justice, radical organizing, and movement building to engage with the Leadership Team, Staff, and members to implement its strategic plan. The Executive Director must have

- proven leadership and management experience, including experience of managing grants and overseeing fundraising efforts
- experience in fiscal management, and oversight of a nonprofit organization
- a demonstrated ability to develop an effective board and build collaborative partnerships with other culturally diverse organizations
- the ability to create and implement strategic organizational plans.

The Executive Director will report to the Leadership Team, serve as the executive officer of RTCB, and will have overall responsibility for the success of RTCB programs, fundraising, and management.

## Key Responsibilities and Duties

### Governance, Planning

- Lead and Oversee the development and finalization of an alliance organizational structure with clear roles and expectations.
- Work collaboratively with the RTCB's governance structure, including the Leadership Team, which consists of the executive directors of RTCB's core organizations, to develop and implement a strategic planning process that is aligned with the mission and vision of the organization. This process will reflect the evolving needs of the community.
- Work in collaboration with the Leadership Team on meeting agendas and reports on key programmatic, fundraising and management issues.
- Develop and implement a work plan with the Leadership Team.
- Continue to participate in professional development opportunities in areas of non-profit governance, including through our national Fiscal Sponsorship Program as well as foundation partners.

### Program Development

- Participatory Budgeting:
  - Continue to represent the alliance in the Better Budget Coalition
- Rent Control:
  - Support and uplift the work of alliance members on the Mayor's Rent Stabilization Advisory Committee through social media and online communications.
  - Ensure the campaign is represented in the People's Assembly process and citywide partners and allies are brought along.
- ABC's of Development:
  - Continue to co-anchor this campaign with ACE.
  - Hold regular meetings to update partners to plan and discuss the trajectory of the campaign.

- Coordinate across alliance partners to ensure broad support for calls to action and mobilization efforts.
- Ensure the campaign is represented in the People’s Assembly process and citywide partners and allies are brought along.
- People’s Assemblies:
  - Lead the creation of Assembly agendas, as well as scheduling.
  - Recruit and gather a technical team for each Assembly, including prepping and dry runs of the assembly.
  - Work to prepare Assembly materials in a timely way so that facilitators, tech team, and interpreters are appropriately prepared.
  - Lead recruitment and turnout efforts for Assemblies by creating a shared outreach plan that leans on alliance members.
- Homes for All Massachusetts Coalition (HFA MA) (<https://www.homesforallmass.org/>):
  - Continue to participate in HFA MA legislative committee meetings.
  - Support with actions planning, logistics, and coordination as needed. This includes rallies, marches, and other such demonstrations.
  - Support with coalition communications, particularly around Spanish language media as needed. This includes ability to interview on subjects related to the statewide agenda.
  - Support with coalition events planning, logistics and coordination as needed. This includes press conferences, webinars, and other such events.
- Supervise the Communications Consultant.
- Further develop and implement RTCB’s growing Communications Work Plan with the Communications Contractor. Ensure that RTCB’s communication with the media, public, and other stakeholders is in alignment with the organization’s mission and vision.
- Support with alliances communications, particularly around Spanish language media as needed. This includes the ability to interview on subjects related to the alliance's agenda, as well as helping to develop op-ed and other opportunities for visibility for the alliance.

### **Fiscal Management and Development**

- Work collaboratively with the Leadership Team to develop the annual budget.
- Manage and monitor annual budget/cash flow status. Ensure financial reports are prepared and approved monthly.
- Lead and supervise a comprehensive, sustainable fundraising strategy.
- Build and cultivate relationships with current and potential individual and institutional funders in order to expand the pool of individual, institutional, and philanthropic support.

### **Personnel**

- Establish an organizational culture of accountability, learning, and continual development.
- Oversee the creation of a hiring committee, the development of job descriptions, as well as the interview and overall hiring process.
- Oversee the drafting of an RFP process for a Grants Management Consultant.

### **Knowledge, Skills and Abilities**

- Demonstrated commitment and belief in RTCB’s mission and vision
- Demonstrated commitment to social change and radical organizing
- Experience in organizing and campaigning around socio-economic justice issues
- Personality and presence to inspire, lead, remain flexible and guide the creativity of board, staff and other stakeholders

- Demonstrated experience in working in a multicultural organization
- Ability to prioritize and delegate duties; demonstrated, strong organizational and senior leadership skills
- Strong written and oral communication skills and technology competency including social media.
- Experience in non-profit management
- Demonstrated ability to develop and achieve fundraising goals through donor cultivation, grant writing, development planning
- Experience using social media to develop and promote organization's goals
- Demonstrated ability to work with and further develop information gathering and database systems

### **Special Requirements**

- Ability to work evenings and weekends as required
- Fluent ability to read, write, and speak in Haitian, Cantonese, or Spanish is preferred but not required

### **Compensation**

This is a full-time position with a salary range of \$75,000-\$85,000, depending on experience. We offer a competitive, comprehensive benefits package, including medical and dental, and paid time off.

### **Selection Process**

Please submit resume and a cover letter, detailing your qualifications for this position, to: [hiringrtcb@gmail.com](mailto:hiringrtcb@gmail.com). Applications will be reviewed on a rolling basis until the position is filled.

For more information about Right to the City Boston, please go to: <https://www.facebook.com/RightToTheCityBoston/>.

Right to the City Boston is committed to hiring people represented by the diverse communities we serve. People of color, LGBTQ people are strongly encouraged to apply.