

Executive Director

2025 Position Description





About MoveOn

MoveOn is where millions mobilize for a better society—one where everyone can thrive.

Whether it's supporting a candidate, passing legislation, or changing our culture, MoveOn members are committed to an inclusive and progressive future. We envision a world marked by equality, sustainability, justice, and love. And we mobilize together to achieve it.

MoveOn members are an independent force for social justice and political progress. We come from all 50 states and all walks of life. Together, we are at once large and nimble, targeting our resources purposefully, yet pivoting quickly as we identify new opportunities for change and mobilize to seize them. Our rapid response organizing and campaigning, communications interventions, digital innovation, rigorous data science and testing, and culture of grassroots participation have repeatedly combined to produce real-world impact, changing outcomes and making our country better.

With an operating budget of \$30M and staff of 70+ across MoveOn Civic Action, a 501(c)(4) nonprofit organization and MoveOn Political Action, a federal political action committee, we are committed to our values:

- *Member-driven:* MoveOn exists so that ordinary Americans can have a voice in the political process. Donations from hundreds of thousands of our members are the heart of our financial support, and our fundraising efforts reflect that.
- *People-powered:* MoveOn believes that big money and corporations wield too much influence in the political process. We do not accept contributions from government entities or from entities formed outside of the U.S.
- *Stewardship:* We will always follow the highest ethical and legal standards regarding solicitation of funds, reporting, and financial management.
- *Respect:* MoveOn values our members and supporters, and we will always use best practices regarding donor communication and privacy.

MoveOn is more than our name. It is our challenge to America: to move forward boldly and fearlessly, upholding and enacting the values that will make our country work for all of us.

We are the many, and we are powerful. Every day, together, we fight to win. It's what we've always done. It's what we're built to do.

The Role: Executive Director

Location: Remote, within the contiguous United States, near a major airport and with a steady internet connection.

Serving as the leader of both MoveOn Civic Action and MoveOn Political Action, the Executive Director will have an employment relationship with each organization and report to each organization's board of directors. The Executive Director will provide strategic vision, oversight, and leadership; specific responsibilities include:

- *Strategy development:* Craft a vision for MoveOn's response to the current political environment as well as plans for building winning and bold progressive outcomes in the short-, mid- and long-term. Take

ownership to lead organizational strategies and campaigns, in collaboration with key stakeholders, including staff and board.

- *Mission advancement:* Help MoveOn fulfill its role as a leader in leveraging technology to organize, mobilize, and serve a progressive, multi-racial, cross-class, mass membership that is set on winning campaigns and elections that make America a place where all can thrive.
- *Management:* Lead and mentor an accomplished, dedicated, and successful staff. Model and build culture, with a focus on collaboration, economic, racial, and gender justice, and social equity. Identify and support top talent to ensure MoveOn's and the progressive movement's leadership in years to come. Guide decision-making across departments.
- *External partnerships and communications:* Serve as an ambassador with media, donors, partner organizations, members, and other important stakeholders, representing MoveOn's values and members to the public and the progressive field.
- *Financial sustainability:* Preserve and advance MoveOn's core small donor fundraising while also establishing and building new donor strategies and relationships as needed. Create budgets/spending plans that set up MoveOn for long-term financial health.
- *Technology Innovation:* Build on MoveOn's legacy as a digital-first organization to innovate on its technological strengths and tools, to support member experience and engagement as well as increase the effectiveness of campaigns.

The Executive Director's qualifications, skills and attributes:

- Deep alignment with MoveOn's values, mission and commitment to members.
- A compelling blend of leadership experience that ideally combines several of MoveOn's spaces (politics, social movements, organizing, digital/technology, and communications) within a multi-entity structure (c4, PAC, etc.).
- A track record of tangible accomplishments across as many of the following as possible:
 - o developing, refining and executing on ambitious, strategic campaigns that have delivered advocacy, organizing or electoral results.
 - o as a compelling external representative, collaborative coalition partner, and mission advocate.
 - o problem-solving, developing creative solutions, and identifying tools and approaches for mission advancement in a rapidly evolving, ambiguous environment.
 - o enabling and nurturing team collaboration, and a culture of resilience.
 - o mentoring and inclusively leading a high-performing, virtual team.
 - o supporting and modeling fiscal discipline and transparency.
 - o ensuring risk management; and
 - o setting and communicating clear priorities as well as guiding investments in people and systems.
- Ability to travel 20-30%, depending on need.
- Skills & attributes:
 - o Is a creative, innovative, determined, resilient and disciplined leader who thinks critically and is adaptive.
 - o Collegial, with excellent interpersonal skills and an authentic relationship orientation.
 - o Persuasive communicator who is able to share an inspirational vision and influences others to act.
 - o Inclusive; ensures diverse perspectives are heard and champions ideas from all levels of an organization or community.

To apply: Please confidentially share nominations with, or submit a resume and cover letter (including your interest, and how your experience and skills align to MoveOn's work and this moment) to our search partners at Viewcrest Advisors: **MoveOn@viewcrestadvisors.com**

MoveOn's Benefits

Competitive Salary

We commit to equity in our compensation philosophy and practices. We are committed to equal pay for equal work. Salary and a home office subsidy will be based on where the successful leader lives. The range for this role is \$275,000 - \$310,000.

Full Healthcare Benefits

As an organization that fought tirelessly to support President Obama's Affordable Care Act, you might expect us to have world-class healthcare benefits for our staff—and we do. We cover full medical, dental, and vision care costs for employees and their children, as well as partial coverage for spouses and domestic partners.

401K benefits

MoveOn offers 401(k) retirement benefits with an employer contribution of 5% of the employee's salary after 6 months of employment.

Generous Vacation Policy

We work hard and fight for important causes, but we also realize the need to take time to recharge. That's why we offer four weeks of paid vacation per year, 10 sick days, 6 flexible holidays, and 9 all-staff holidays, on top of the flexible schedule that comes with working in a virtual office.

Paid Family & Paid Parental Leave

As a vocal supporter of paid family leave, MoveOn recognizes the importance of family bonding and offers generous paid time off for parents as their families expand. We want you to take the time you need to be a parent and offer 18 weeks paid full-time off (for birth, adoption, and foster care placement) plus 4 weeks of 4-day weeks upon return. We also offer paid family medical leave.

Home Office & Wellness Benefits

We provide a cell phone and internet stipend, a monthly home office subsidy, and everything you need to set up your home office, including a laptop, desk, and more. Additionally, we provide all our staff with paid health and wellness benefits and encourage them to take time away from their desks to stay healthy.

MoveOn's Remote Work

MoveOn staff live all around the country. This is not an accident. It started as an experiment in the "virtual office," and it has proven an important part of our success. We don't care where in the country you work; we care about the work you're doing. We equip you with everything you need for your home office or coworking space, while also empowering you to take time away from the office to find a coffee shop or other location for your work to thrive from.

Being in a virtual office means that we hire the best person for the job, no matter where they live.

Multiple Entities

We do our work across separate legal entities, including MoveOn Civic Action, a 501(c)(4) nonprofit organization that primarily focuses on nonpartisan education and advocacy, provides civic engagement tools to the public, and builds the progressive movement by encouraging and supporting the development of more grassroots leaders; and MoveOn Political Action, a federal political action committee (PAC) which primarily helps members elect candidates who reflect our members' values through a variety of activities aimed at influencing the outcome of elections. "MoveOn" in this context refers to both of these organizations.

Our search partners at Viewcrest Advisors are committed to social justice and access to opportunity; they actively cultivate relationships with leaders who have varied life experiences as well as the skills needed to lead strong, innovative organizations. They are also committed to your privacy and to protecting your personal data. To view their privacy policy, please visit: www.viewcrestadvisors.com.