



102 W. Pennsylvania Avenue, Suite 100 • Towson, MD 21204
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Job Title: Executive Director
Status: Part-time, Contractual; 16-20 hours/month
Salary: Hourly range of \$75-100; no benefits

Organizational Description:

The Maryland Legislative Agenda for Women (MLAW) was established to harness the collective power of women and to create a statewide, non-partisan, independent coalition of groups and individuals to advocate for progressive legislative initiatives that promote and protect the well-being of women and their families in Maryland.

Job Summary:

This is a new position created to provide leadership and sustainability for the 29-year-old MLAW organization. The Executive Director will be responsible for overseeing MLAW's strategic direction, legislative events and advocacy activities, fundraising efforts, and operations. The executive director will collaborate with the MLAW Coordinator, Board of Directors, and coalition partners to advance MLAW's mission and effectiveness.

Key Responsibilities:

Strategic Leadership:

- Collaborate with the Board of Directors and the MLAW Coordinator to implement the organization's strategic vision.
- Lead development and execution of short and long term goals, objectives, and activities.
- Maintain diversity and inclusivity within the Board of Directors, facilitate board meetings, committees, and work groups as needed.

Legislative Events and Activities:

- Provide leadership and support for MLAW's annual fall legislative conference, legislative briefings, and wrap-up events.
- Oversee Agenda process, legislative monitoring, and preparation of legislative reports.
- Lead advocacy efforts, including coordination with legislative partners and representation of MLAW to various stakeholders.
- Maintain and enhance relationships with members, organizations, and individuals to expand MLAW's support base.
- Create and update MLAW materials and documents.

Fundraising and Financial Management:

- Ensure MLAW's financial stability and responsibility.
- Develop and implement a fundraising strategy and plan in coordination with the Coordinator and Board of Directors.
- Fiscal accountability, including budget development and financial resource management.

Additional Duties: As needed.

Preferred Requirements:

- Understanding of women's and family issues, MLAW's principles and legislative history; commitment to social justice, gender equality, reproductive freedom, diversity, and inclusion.
- Demonstrated leadership and management experience in nonprofit and/or advocacy organizations, with strong organizational skills.
- Knowledge of Maryland's legislative process, the Maryland General Assembly, and the state's legislative landscape.
- Sound judgment and discretion, particularly in communications and advocacy.
- Experience building relationships and networks with diverse groups.
- Fundraising and financial management experience, including budgeting.
- Excellent writing, communication, speaking, and advocacy skills.
- Computer literacy and familiarity with Microsoft Office programs, the Internet, and social media, with the ability to work remotely.
- Ability to travel around the state and to Annapolis and willingness to work evenings and weekends as needed.

MLAW is an equal opportunity employer committed to diversity and inclusion.

Application:

In order to be considered, you must send a 1) *cover letter, 2) resumé, and 3) three references by _____ via email to: mdlegagenda4women@yahoo.com.

**Please include in your cover letter: why you want to become the MLAW Executive Director, what experience you bring to the position, and what you think are the three biggest challenges facing women in Maryland.*

The Maryland Legislative Agenda for Women (MLAW) is an Equal Opportunity Employer. We encourage applicants from all cultures, races, life experiences, socio-economic classes, sexual orientations, age, gender, and physical abilities to apply. We do not discriminate against any employee or applicant due to race, color, religion, gender, sexual orientation, national origin, age, disability, familial status, marital status, predisposing genetic characteristics, unemployment status, caregiver status, or any other category protected by law.