Providence Student Union
Position Description: Executive Director

Location: Providence, RI
Reports to: Board of Directors
Expected start date: July 31, 2023

Hours and compensation:
Full-time exempt salaried position. Salary will be commensurate with experience. Budgeted at $65,000 with the possibility of negotiation. Healthcare and retirement benefits included. Up to 15 days paid time off per year.

Organization overview
Providence Student Union (PSU) is a youth-led organization that is building student power so that young people can improve their education and well-being. Since 2010, PSU has been a local, state, and national leader in defending and advancing student rights and liberatory education policy reforms. Past PSU youth-led campaigns have changed state graduation requirements, moved millions of dollars into student transportation and school construction, launched the city's first Ethnic Studies courses, won the strongest protections in the nation for student journalists, and much more. PSU’s work has been recognized and featured in The New York Times, The Washington Post, The Atlantic, The Daily Show, MSNBC, and other major media outlets. Additional information can be found at www.pvdstudentunion.org.

Position overview
Providence Student Union seeks an Executive Director who is skilled, flexible, and devoted to our mission of building student power and creating a full-fledged union for high school students. This position is primarily responsible for (a) managing and inspiring PSU’s youth and adult staff; (b) protecting and advancing PSU’s mission of establishing a union for students; and (c) raising and overseeing PSU's annual budget of $400,000+ (and growing). The Executive Director will work with a team of students, alumni, youth and adult staff, and board members to build the student union and drive student-centered education reforms. Most importantly, the person in this role should be conscious of the challenges and paradoxes associated with directing a youth-led organization, and should always seek to balance PSU's priorities of organizational sustainability, campaign success, youth development, and democratic youth leadership.
Essential functions

Staff supervision and development

Approximately 40% of time/effort

- Provide day-to-day management, supervision, and leadership to PSU staff. Foster collaboration and mutual accountability.
- Manage the Project H.E.A.R. program
  - Coordinate, or support PSU intern coordination of, the H.E.A.R. (High school Education, Advocacy, and Representation) student rights defense program
  - Manage PSU Support Line and relationship to United Way 211
  - Coordinate legal representation with Rhode Island Center for Justice
  - Manage the development of peer advocate program
- Recruit and onboard new staff as necessary. Ensure PSU staff receive the training and support needed to continually advance their organizing practice.
- Run payroll, benefits administration, and other systems.

Leadership and organizational development

Approximately 30% of time/effort

- Develop and execute organizational strategic plans. Work with staff and students to design goals for programs, campaigns, and overall union development.
- Build and maintain strong relationships with community members, organizing partners, school leaders, policymakers, journalists, etc.
- Maintain PSU's position as a locally and nationally recognized voice for youth-led organizing. ○ Lead PSU's participation in local and national conferences, training, etc.
  - Manage system for determining attendance at such events, and find chaperones or chaperone students personally
  - Assist students in connecting with conference and training opportunities outside of PSU
- Report to and support PSU's Board of Directors; act as a liaison between Board, staff, and youth.

Fiscal Management and Organizational Sustainability

Approximately 30% of time/effort

- Set goals and collaborate on PSU's fundraising strategy, including foundation grants, local grants, and individual donations, in coordination with PSU's Development Director and other
staff.

- Maintain communication with philanthropic donor contacts and cultivate donor prospects
- Engage and collaborate with PSU's Board on fundraising efforts.
- Prepare and manage PSU's annual operating budgets, in collaboration with PSU's Development Director, staff, and student leaders.
- Oversee financial management; work with the Board to provide fiscal oversight and financial reporting.
- Maintain PSU's good standing regarding annual financial filings, nonprofit status, etc.

Other duties as needed or required.

PSU staff are also expected to continue improving their skills by staying informed of movement trends, especially related to organizing and youth leadership development.

Qualifications and Skills

Required

- Demonstrated commitment to PSU's values, including the ongoing struggle for social and economic justice, and an understanding of issues facing low-income communities of color.
- Commitment to honoring youth leadership in programmatic, organizing, and other decisions.
- A demonstrated ability to cultivate leadership, especially youth leadership.
- Proven ability to supervise and inspire staff.
- Strong interpersonal and team-building skills.
- Ability to develop and maintain relationships with a wide range of organizations and people.
- Excellent written and verbal communication skills, including on social media.

Preferred

- Multiple years of experience in nonprofit management, including:
  - Financial management, including experience drafting and managing budgets of $500,000+
  - Experience with nonprofit grants (research, applications, reports).
  - Demonstrated fundraising skills, including maintaining relationships with foundations and individual donors.
- Demonstrated experience in community organizing and movement-building work.
- Fluency in multiple languages, especially English and Spanish.
- Strong youth organizing-related, education-related, and movement-related networks and relationships in Rhode Island and nationally.
• Strong knowledge of civics, including but not limited to: city, state, and federal policy levers; electoral politics; and the public education sector.

**Supervisory Responsibilities**

This position is responsible for supervising the Development Director, Youth Engagement Director, Civic Engagement Organizer, and various other youth part-time, and intern positions. This position also serves as PSU's primary staff liaison to the Board of Directors.

**How to apply**

Submit (a) a resume, and (b) a letter sharing your Story of Self and reasons for your interest in PSU, to admin@pvdstudentunion.org. Please include “Executive Director” in the subject line. Applications will be accepted through June 14th, 2023, although applicants should apply as soon as they are comfortable doing so.

Providence Student Union is a 501(c)(3) nonprofit organization and an equal opportunity, affirmative action employer. People of color, women, multilingual people, LGBTQIA+ people, differently-abled people, and longtime Providence, RI residents are encouraged to apply.