



PRESIDENT

MISSION AND VALUES

The mission of The Opportunity Agenda (TOA) is to create opportunity for everyone by advancing narratives that champion a multiracial democracy while dismantling narratives rooted in systemic racism and white supremacy. We envision a multiracial and inclusive democracy, where everyone's voices and experiences are considered in decision making and which ensures just and responsible policies for all regardless of race, ethnicity, gender, ability, religion, sexual orientation, or economic status.

ABOUT THE OPPORTUNITY AGENDA

Founded in 2006, The Opportunity Agenda (TOA) has been a pioneer in using values-based communications, cultural engagement, and strategic collaborations to advance social justice.

Today, TOA builds narrative and cultural power to move our nation toward justice, equity, and opportunity for all. We believe in the power of narratives to inform who we are, what we believe, and what we can be as a society and a nation.

TOA supports nearly 25,000 progressive strategists, communicators, creators, and allies annually with expertise in values-based, anti-racist, social justice communications and coalition building. The Narrative Innovators Lab and the Culture and Narrative Fellowship equip thought leaders, artists, and influencers for culture and collective power building to effect change.

TOA has an annual operating budget of \$6.5 million and a full-time staff of 22. Currently, the staff works virtually. TOA maintains physical offices in Manhattan.

RESPONSIBILITIES AND PRIORITIES

- *Leadership* – Lead with a commitment to TOA's strategic vision while keeping a finger on the pulse internally of day-to-day operations, services, and activities. Create and support a caring, inclusive, and responsive culture and community where staff can grow. Remain flexible and adaptive to maximize a virtual work environment.

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- *Strategic Vision and Planning* – Support, manage, and implement the organization’s strategic plan in a timely and cost-effective manner. Test, evaluate, and modify as necessary the plan’s assumptions considering internal and external circumstances while maintaining TOA’s relevance in an evolving field.
- *General Management, Administration, and Finance* – Assess and continually enhance TOA’s administrative and management IT systems, internal policies, and procedures. Oversee and manage the development of TOA’s budgets. Ensure that sound financial controls are in place and that funds are spent wisely.
- *Staff* – Lead a motivated a talented team of 22 full-time staff and several consultants. Maintain a shared sense of purpose and objectives, ensuring cultural sensitivity, inclusivity, collaboration, and equity in a virtual environment. Evaluate the talent structure of the organization, with appropriate professional development opportunities for staff. Manage and support staff, setting benchmarks and expectations for accountability.
- *Program* – Oversee, evaluate, and ensure that programs, services, and fellowships relate to the organization’s overall strategy and mission. Work with the team to develop and implement new initiatives so that both existing and new programs are impactful and financially sustainable.
- *Resource Development* – Raise money to increase and diversify the funding base. Strengthen fundraising so that individual, foundation, and corporate giving meet current and future needs. Ensure that fundraising plans are implemented, goals achieved, and timely reports generated. Exercise diplomatic persistence in the cultivation of existing and new prospective donors with the ability to close the deal. Make donor stewardship a priority. Work with the Board to inspire participation with development efforts.
- *Board Relations* – Establish a strong working partnership with the Board of Directors. Gain their trust and confidence as a strong peer. Maintain a regular communications system for informing the Board Chair, Board Executive Committee, and Board members of the organization’s activities and programs. Coordinate and support efforts of various Board committees. Uphold good governance and bring forth the best ideas and efforts of Board members. Help recruit new Board members.
- *Field Building* – Promote TOA as a national leader with its external stakeholders, ensuring that the media and broader public are informed about its mission, programs, and effective strategies. Serve as a highly visible spokesperson, promoting TOA’s model and reputation as the go-to, narrative-building organization among donors and diverse social justice actors, including advocates, organizers, artists, cultural strategists, faith leaders, labor leaders, and policymakers. Anticipate and adapt to trends in the field.

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- *Evaluation* – Assess and evaluate the organizational structure, staff, processes, and procedures to ensure organizational goals and objectives are met. Make changes where necessary to ensure that programs and operations are effective and that organization-wide collaboration, communication, and accountability are the norm. Measure efficacy of program services delivery with a clear sense of metrics.

IDEAL EXPERIENCE, QUALIFICATIONS, AND CHARACTERISTICS

The President should have strong interest and experience in communications and multimedia with the following qualifications:

- Proven leadership and management capabilities with a track record of working in multisector, multicultural environments, delivering results, and managing complex organizations.
- Talented fundraiser capable of securing financial resources and building donor relationships.
- An exemplary reputation with stature and credibility in the field as a dedicated advocate for social justice.
- A skilled communicator with the presence and credibility to inspire audiences and build relationships with diverse social justice actors.
- A visionary leader with the entrepreneurial drive, skillset, and experience needed to scale an organization.
- Ability to adapt to emerging trends in digital media and social justice communications.
- Inclusive management style fostering collaboration and effective internal communications.
- Skilled in talent management, goal setting, and performance evaluation.
- Committed to elevating organizational visibility through targeted marketing and branding.
- Proactive, positive attitude with the ability to address problems head on.
- Lifelong learner with emotional maturity and a sense of humor.

SALARY AND BENEFITS

The salary range for this position is estimated at \$200,000 to \$250,000. TOA offers a comprehensive and competitive benefits package.

TOA seeks a diverse pool of candidates and will offer a competitive salary. We welcome nominations of potential candidates. To apply please send a cover letter and resume to the attention of Paul Spivey at TOA@PhillipsOppenheim.com.

The Opportunity Agenda
June 2024

