

## **Massachusetts Transgender Political Coalition Executive Director Job Description**

### **Organizational Mission and History**

The Massachusetts Transgender Political Coalition (MTPC) is dedicated to ending discrimination and oppression on the basis of gender identity and gender expression. Founded in 2001, MTPC has rooted itself in the firm belief that a movement for trans rights should be led and informed by trans, nonbinary, and gender nonconforming people. We are governed by a Steering Committee, who are all either trans and nonbinary or deeply connected to the trans rights movement in other ways. MTPC is a fiscally sponsored 501(c)3 nonprofit organization, sponsored by the Boston Alliance of LGBTQ Youth (BAGLY).

Since our founding, MTPC has been a part of or led numerous successful efforts to achieve legal and lived equality for trans people in Massachusetts. MTPC was the driving force behind legislative efforts to add gender identity and gender expression to nondiscrimination protections, advocated for insurance coverage for gender affirming medical care, worked to remove hurdles for gender marker changes on identity documents, and much more. Most recently, MTPC was a critical leader on the “Yes on 3” campaign to protect trans rights at the ballot box. In addition to our advocacy work, MTPC provides training and workshops for institutions across the state to ensure trans people are included and valued as employees, clients, and students. Lastly, MTPC provides opportunities for trans people to come together for empowerment and action. We host events, participate in regional gatherings, and facilitate lobby days across Massachusetts.

### **Current Moment**

MTPC’s Steering Committee has decided that building on our successes in legislative efforts and advocacy over the last several years requires MTPC to move forward with a new focus and new priorities for the coming years, grounded in our community’s expressed needs, the pursuit of lived equity, and our core values of racial and social justice.

**MTPC seeks an energetic Executive Director to lead and shape MTPC in this new chapter of our history. The Executive Director will bring a lens for gender diversity and a commitment to advancing the racial and social justice values of the organization using an intersectional and inclusive approach to accomplishing the work. The Executive Director will lead a community needs assessment to learn what transgender, non-binary, and gender non-conforming people in Massachusetts want from MTPC, and then use that input to develop a new strategic plan for MTPC and to implement it, starting in 2020.**

### **Job Duties**

The Executive Director is to oversee MTPC’s day to day operations, guide the staff as they pursue their duties, cultivate productive relationships with foundations and donors, ensure the community is informed and engaged, represent MTPC to the public at large, lead the drafting and implementation of MTPC’s strategic plan, and prioritize racial justice and intersectionality across all aspects of the organization. Specific work areas and tasks include:

### **Administration**

- Draft and implement Strategic Plan
- Create annual budget, track and manage MTPC's revenue and finances
- Report significant financial updates to Steering Committee
- Increase organizational capacity by maintaining and updating systems and tools

### **Staff Supervision**

- Regular check-ins with MTPC's staff member(s) to oversee and coordinate the work of the organization
- Support and encourage professional development of staff member(s)
- Currently, MTPC has one part-time staff member in addition to the Executive Director

### **Communications**

- Supervise and continue the roll out of MTPC's new website
- Maintain and advise on content for MTPC's online presence, including the website, newsletter, and social media
- Represent MTPC with media and the press
- Develop new collateral as needed (i.e. rebranding, tabling, Pride, etc)
- Draft statements, sign-ons, etc. as needed

### **Fundraising**

- Maintain existing grants, through reporting and communication with foundations
- Maintain relationships with major donors
- Identify, cultivate, and pursue new funding sources (grants and major donors)
- Complete grant applications

### **Programming**

- Identify new training opportunities, manage and respond to requests for trainings
- Provide requested trainings that are in line with MTPC's brand and structure
- When necessary, coordinate with additional trainers (including some members of the Steering Committee) to provide trainings
- Foster leadership development for trans adults and trans youth (i.e. train the trainer, sub committees, leadership trainings/workshops, etc)
- Identify and execute new programmatic areas that are responsive to community needs and wants

### **Events Coordination**

- Provide administrative support for MTPC's largest fundraiser, Professionals for Trans Rights, including sending invitations, tracking sponsors and ticket sales, updating the event website, and working with the volunteer event host committee
- Plan and coordinate MTPC's presence at Pride events across the state
- Represent MTPC at events and fundraisers of partner organizations

- Ensure that MTPC has a presence across the state

### **Policy and Legislation**

- Work in coalitions to address, lobby, and track legislation that will have a direct or indirect impact on trans communities
- When appropriate, provide testimony and/or statements on legislation in line with MTPC's mission and vision
- Coordinate with partners on public lobby days, and ensure community members are informed of opportunities to participate in these events

### **Required Qualifications**

The successful candidate for this position must possess:

- Proven experience working in trans and non-binary communities
- A comprehensive understanding of trans and non-binary identities
- Dedication to building coalitions and working in partnerships with an intersectional lens
- Enthusiasm for MTPC's mission
- Awareness of the LGBTQ+ organizational landscape of Massachusetts
- Excellent communications, both written and verbal
- High level of attention to detail and ability to multi-task
- Ability to take initiative, and to work both independently and as a team

Competitive candidates for the Executive Director position should possess many of the following competencies, skills, or experiences:

- Prior experience with racial, economic, and gender justice/equity work
- Familiarity with lobbying and the legislative process
- Demonstrated ability to write, edit, and maintain an organizational budget
- Experience in grant writing and reporting
- Ability to manage administrative tasks effectively and efficiently
- Confidence with technology and learning new platforms and systems

### **Logistics**

- Reports to MTPC's Steering Committee. Steering Committee Co-chairs supervise the Executive Director.
- Hours: Full time, salaried, exempt position. Expected to work a minimum of 40 hours/week. Recurring work during evenings and weekends will be required to support necessary community outreach and events.
- Location: Must be based in Massachusetts. MTPC's office is located in the BAGLY Community Center in Downtown Boston, and the Executive Director will be required to travel frequently to Boston to provide on-site management of staff as well as to engage in lobbying at the State House and coalition building with Boston-based organizations. The Executive Director will also be required to travel to different parts of the state for speaking engagements, trainings, conferences, Pride events etc.

### **Compensation and Benefits**

- Compensation: \$55,000-\$65,000 commensurate with experience and qualifications
- MTPC values the well-being of our staff and offers a comprehensive benefits package including health and dental insurance, paid time off, flextime, and other elements

### **How to Apply**

Email resume and cover letter to MTPC's Steering Committee at [kaden@masstpc.org](mailto:kaden@masstpc.org).

Applications will be accepted and reviewed on a rolling basis until May 31st.

MTPC is committed to maximizing the diversity of our organization through our hiring practices and the values we bring to our work. We strongly encourage people of color, transgender, nonbinary and gender nonconforming people, people with disabilities, and women to apply. MTPC complies with all applicable federal, state, and local laws governing nondiscrimination in employment.