



## Executive Director

**League of Women Voters of Massachusetts  
Boston, MA**

[The League of Women Voters of Massachusetts](#) is a non-profit, non-partisan civic organization that seeks to educate, empower, and advocate for all Massachusetts residents. The League is a trusted source of non-partisan election information and civic education. We do not support or oppose candidates. We advocate positions on public policy issues only after careful study by our grassroots membership.

Founded in 1920, the League of Women Voters of Massachusetts has members—both men and women—all across the state and in almost 40 local Leagues. Like Leagues throughout the country, the League of Women Voters of Massachusetts shares a common mission: encouraging informed and active participation in government and influencing public policy through education and advocacy.

### Summary Job Description

The Executive Director is the public face of the League, along with the President/Co-Presidents, and works with the Board of Directors, statewide committees and local League organizations to achieve the League's mission. The Executive Director is also responsible for managing the state office.

### Key Areas of Responsibility

- Overseeing a two-organization budget of \$275K
- Leading fundraising efforts including major donor solicitation, corporate donor gifts, and grants
- Communicating the League's mission and priorities to a variety of constituencies
- Promoting relationships and collaborations with other non-profit, business, government and civic groups
- Supporting the work of the Board of Directors, statewide Committees, and local League organizations, including being an important part of the advocacy team and executing educational forums and events
- Managing a small staff in Boston

### Skills/Qualifications

- Commitment to the League's mission
- Strong oral, writing, organizational and inter-personal skills
- Ability to establish positive working relationships with staff, board, volunteers, donors, media, and community leaders
- Experience fundraising from major donors, corporations and foundations
- Experience with budget oversight, audit preparation and review, and event management
- Proficiency in Word, Excel, Quickbooks, database and website management
- Experience in the non-profit sector
- Prior work with volunteers
- Bachelor's degree required; graduate degree a plus

**The position is part time, 25 hours/week, flexible work hours.**

**Salary:** \$35,000 - \$45,000 commensurate with experience; health benefits and paid time off

Email cover letter and resume to [HumanResources@lwmma.org](mailto:HumanResources@lwmma.org)