



Executive Director Job Posting

Our Vision

603 Forward and The Forward Foundation envision a thriving New Hampshire where all people are free to live, work, and raise a family. In our New Hampshire, democracy is protected; young people have a voice in government at all levels; and policy changes help to build an inclusive, affordable, and thriving state.

Our Mission

In tackling the generational crisis facing New Hampshire, 603 Forward educates, engages, and activates working-age adults to drive pro-next-generation policy change and support like-minded leaders in their pursuit of public office. Whether it's testifying at hearings, engaging with local elected officials, knocking doors for a young leader or recruiting the next generation to public office, 603 Forward is building a future for our generation to thrive.

At The Forward Foundation, we are dedicated to the betterment of New Hampshire and its people. As a small, independent, and nonpartisan organization deeply rooted in this great state, our mission is clear: increase the participation of working-age people in democracy, enabling the next generation to thrive.

Overview of Role

603 Forward and The Forward Foundation (TFF) are searching for an Executive Director to take "The Forwards" to the next level. Since 2020, 603 Forward has been developing leaders across New Hampshire, engaging them in their community and at the state level, and supporting our state's committed young leaders through their run for offices. We expanded our work in 2022 to educate young people on their government, democracy and providing ways, big and small, to involve themselves in their community.

With eight full-time staff, engaged co-founders and board members, and a sustainable growth mindset, 603 Forward and TFF is looking for an experienced, results driven executive motivated by a dedication to the cause and passion for building long term sustainable power building infrastructure. Our next Executive Director will have a proven track record of achievement and be able inspire others. They will be a leader who elevates the skills and abilities of those around them and seeks to make New Hampshire a place where all people can live and thrive. They will be unafraid to set goals for themselves, the staff, and organization - and will match the energy of those around them.

With a combined budget exceeding seven figures, we seek a determined and collaborative professional with fundraising experience to help take 603 Forward and The Forward Foundation into our second phase of sustainable growth.



The Executive Director leads the organizations' staff and boards to execute each respective organization's mission and vision by spearheading revenue generation while overseeing strategic planning, resource allocation and business operations. The Director advises and informs the board of directors; leads a diverse team of eight full-time professionals; and champions the organization's vision, goals, and values while ensuring adherence to equity, inclusion, and anti-racist principles.

This position reports to the chairpersons of TFF and 603 Forward.

Key Responsibilities

Governance and Strategy

- Leads the development and execution of the strategic vision and plan, rooted in 603 Forward & TFF mission and values
- Builds and maintains regular communications with the Co-founders & Board of Directors including developing strategies for board member engagement, maximizing board members' areas of enterprise as relevant to organizational fundraising and program initiatives, and close collaboration with the co-founders on vision implementation
- Directly manages program director and finance & operations director to ensure overall success of all staff and programs.
- Serves as spokesperson for the organization and promotes its mission and programs in the community and with new and existing partners and stakeholders
- Leads creation and maintenance of positive partner relationships to enhance organizational mission and with attention to fundraising and program potential.
- Stays current on local, state and national landscape around issues impacting the mission of 603 Forward and TFF and the communities they serve to better staff and programs

Fundraising and Finance Administration

- Develops, implements, and executes multi-year fundraising plan for both organizations in concert with Chairpersons
- Manages financial and compliance requirements across the organization in conjunction with Finance & Operations Manager
- Responsible for primary fundraising strategies including small and large-dollar individual donor prospecting, cultivation, and stewardship; grant writing; grant and donor reporting; collateral material creation; donor database maintenance; and other donor relations including regular communications, call time, and events

Programs and Execution

- Oversees high-level planning, quality and impact of programs to ensure organizational mission, goals and grant requirements within a culture of continuous improvement
- Works with Program Director to build and maintain relationships with stakeholders and community groups to identify needs of 603 Forward and TFF's target audience and develop strategies to meet priorities at the state and local level



- Supports staff to ensure all programs meet organizational mission and funder requirements. Assists with strategy, programs, communications and events as needed to meet these goals,

Other

- Seeks opportunities for continuous learning and improvement to best serve organizations
- Supports continuing growth needs of The Forward Foundation & 603 Forward
- 603 Forward and TFF are developing organizations. Therefore, the Executive Director will perform other duties as necessary to further the mission of the organizations

Required Qualifications

- Commitment to the mission, vision, and values of the organization
- 5-7 years of a combination of fundraising, advocacy, legislative, political, non-profit or campaign experience
- Verified team building & staff management experience, particularly managing managers & multiple teams
- Proven record of fundraising for c3, c4, nonprofit or campaigns
- Strong project & event management skills
- Demonstrated self-awareness, reliability, and focus in a remote work environment
- Ability to communicate with a wide range of people
- Gritty attitude towards problem solving and an eagerness to collaborate and build positive community culture
- Ability to shift work hours to include occasional evening events and infrequent weekend hours.

Helpful Qualifications

- Familiarity with New Hampshire preferred
- Experience with 501c3 & 501c4 organizations
- Public speaking experience
- Valid driver's license and access to a vehicle as needed
- Access to own computer equipment, cell phone, and remote office equipment preferred but not required
- Willingness to relocate to New Hampshire within six months

Additional Details

This is a full-time, exempt position with a salary range between \$85,000-\$105,000 per year commensurate with experience. 603 Forward values our employees and offers a competitive compensation package including a relocation stipend, health care, a retirement plan match, a professional development stipend and employer-paid continuing education; employer-paid disability insurance, flexibility to manage personal commitments, and paid time including vacation time, a paid week off between Christmas and New Year's Day, and ten paid state and federal holidays.



603 Forward is a 501(c)(4) nonprofit organization and The Forward Foundation is an affiliated 501(c)(3) nonprofit organization operating across New Hampshire. Staff are shared between organizations based on the organizations' staff-sharing agreement. All employees work remotely from home offices across the state with once-weekly in-person collaborative teamwork in Manchester or other areas of New Hampshire. 603 Forward is an anti-racist organization and an equal opportunity employer. 603 Forward does not discriminate on the basis of race, color, religion, gender expression, sexuality, age, national origin, disability, marital status, sexual orientation, military status, or income level in any of its activities or operations. Individuals of all backgrounds are encouraged to apply.

To Apply

This position will remain open until filled. Qualified applicants will be contacted on a rolling basis before that deadline.

To apply, fill out our application [here](#)

Application questions include your name, pronouns, email address, cell phone number, home address, earliest start date, a resume detailing work experience and three references (their name, relationship to you, phone, and email address). We also ask that you share 1-2 paragraphs telling us why you are interested in this role.