



JOB POSTING  
Women Against Gun Violence  
Los Angeles, CA  
TITLE :Executive Director

#### ORGANIZATION

*Mission:* The mission of Women Against Gun Violence is to prevent gun violence by educating individuals, policymakers and the media about the human, public health and financial consequences of this epidemic and by mobilizing communities to take action against the dangers of firearms.

*Background:* Women Against Gun Violence (WAGV) grew out of a national seminar that articulated guns and gun violence as a women's issue. Since 1993 WAGV has presented both the "head" and "heart" of gun violence through speaking engagements, media relations, written materials, our website, outreach efforts and legislative advocacy activities.

Our approach to gun violence prevention is multi-level; we work with survivors, communities, other organizations and elected officials to increase awareness of gun violence as a public health crisis.

WAGV has an annual operating budget of nearly \$300,000 and three full-time staff members. The organization has built a reputation for high-quality, effective work and is a recognized leader in the gun violence prevention movement, both locally and statewide.

#### JOB DESCRIPTION

The Executive Director is a strategic and motivating leader. Because of the small staff size, the Executive Director participates in many of the day-to-day operations which sustain the organization, including budgeting; preparing financial reports; creating written materials (brochures, newsletters, fundraising appeal letters); updating the website and database; writing grant, progress and financial reports for funders; etc.

The Executive Director is responsible for the overall leadership, strategic direction and management of the organization's programs, resource development, finances and personnel in accordance with the organizational mission and operational policies.

The Executive Director reports to the Board of Directors through the President of the Board and has direct and delegated supervision of all staff.

#### QUALIFICATIONS

The ideal candidate will have a track record of successful leadership experience in management, relationship building, and resource development. S/He will be creative, strategic and pragmatic and will foster best practices in organizational development and human resource management. S/He will motivate and inspire people to support WAGV's mission by demonstrating an appreciation of WAGV's history and excitement about its potential.



## Executive Director Job Posting

### REQUIRED EXPERIENCES AND SKILLS

- ◆ BA or BS degree in relevant field (Public Health, Political Science, Business, etc) advanced degree preferred.
- ◆ General nonprofit management expertise; financial and operational acumen sufficient to grow WAGV.
- ◆ Proven track record in generating new resources and revenue streams.
- ◆ Ability to track and execute multiple projects and related tasks on deadline.
- ◆ Experience with local and state politics.
- ◆ Experience developing newsletters, managing a website and a donor database.
- ◆ Computer literate, including MS Office Suite (QuickBooks and MS Access a bonus).
- ◆ Excellent written and oral communication skills.
- ◆ Spanish fluency a bonus.

### COMPENSATION AND BENEFITS

WAGV provides a competitive compensation package, including medical and dental insurance, contributions to a retirement plan, vacation, personal days and sick leave. Salary commensurate with experience.

Applicants should submit a cover letter, résumé, writing sample (no more than 2 pages) and salary history. Electronic submissions preferred.

Please address all applications in confidence to:

Search Committee

Women Against Gun Violence

P.O. Box 1501

Culver City, CA 90232

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310-204-6643 fax

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