

Volunteer Deputy Executive Director

Do you want to be part of a movement that strives to build a stronger America through conversations that foster understanding across political divides?

Principle Duties and Responsibilities

Crossing Party Lines seeks a volunteer Deputy Director to provide oversight of strategic initiatives that cultivate connection, community, and cooperation among Americans who see the world differently. This position will support the Executive Director with implementing Crossing Party Lines' bridging strategy and overseeing day-to-day operations, with a focus on growing the impact of our mission and programming through continued financial and operational stability.

Working alongside the Executive Director and Senior Leadership Team, the Deputy Director will design a balanced operational model that combines the richness and relevance of CPL's programs with best business practices, compliance monitoring, fiscal accountability, and institutional impact. In this capacity, the Deputy Director will share responsibility for all operational aspects of the non-profit's departments: Administrative, Finance, Compliance, Chapter Support, and Programming.

The Deputy Director will be a key influencer in Crossing Party Lines' national growth and impact strategy. Their contributions will scale programs designed to help Americans cross identity-based lines and develop a more cohesive, inclusive, durable, and expansive "we" that results in belonging and civic cooperation. The successful candidate will be a champion for bridging, effectively build and maintain relationships with key stakeholders, and design and execute operational plans aligned to Crossing Party lines' strategic approach and methodology as we continue to scale our efforts.

Essential Functions:

- In partnership with the Executive Director and Staff, execute the strategic plan and where appropriate implement new processes and approaches to achieve it.
- Lead a collaborative process with the Executive Director, executing decisions effectively and ensuring that the Executive Director is informed of critical issues in a timely and effective manner.
- Lead, motivate, manage and develop staff and volunteers to invoke passion about the CPL mission, and foster an environment committed to continuous improvement.
- Oversee systems/ SOPs for programs/operations, finances, development, policy goals, communications and personnel functions, including:
 - Advise the Executive Director on hiring priorities.
 - Assist the Executive Director with recruitment, hiring and termination of employees.

- Oversee and assist with the accounting, monitoring, and reporting of the finances of the organization.
- Assist the Executive Director with grant and financial compliance in the expenditure of funds and in reports to the funders, in the development of budgets, annual reports, and other financial data required for grant applications.
- Ensure compliance with all state and federal contracts.
- Make recommendations to improve finance and accounting systems, practices, policies and procedures.
- Support Executive Director and Chapter Coordinator in identifying and assessing viability of new chapter locations.
- Assist in preparation of applications for funding and grant proposals for local chapters.
- Monitor staffing and posting schedules for national events.
- Provide additional oversight in the coordination of Topic Development, from topic review to inter-team communications, and posting readiness.

Qualifications

General

- Bachelors and Graduate degrees preferred, and including equivalent experience in any of the following relevant fields:
 - Human Resources
 - Organizational Development
 - Management
 - Public Policy
 - Law
 - Sociology
 - Psychology
 - Communications/Marketing
 - Management
- 2+ years' experience in nonprofit or other relevant management, preferably for a human services organization with similar programming structures
- At least 5 years' experience project management
- Superior written and excellent oral communication skills; unwavering attention to detail in all external communications
- Demonstrated track record of success in providing the direction, analysis and structures to realize strategic organizational goals
- Experience creating and managing project and/or organizational budgets
- General understanding of best practices for human resources
- Great sense of humor and demonstrated dedication to the community

Technical

- Familiarity with the Google suite of tools

- Proficiency with QuickBooks or other accounting software
- Familiarity with Microsoft Exchange and other Office 365 products for organizations is preferred but not required

Background

Crossing Party Lines (CPL) is a national 501(c)(3) nonprofit that builds community across political differences with the goal of reducing political polarization and invigorating American democracy.

Polarization is a global problem encompassing political, racial, ethnic, gender, economic, and religious divides; yielding instability, civil unrest, and violent conflicts; and threatening democracy. Polarization shatters crucial tolerance norms. 87% of Americans say the country is more divided than it has ever been in their lifetime. For the first time since surveying began in 1992, majorities in both parties view the other party as "very unfavorable". Sizable numbers of Democrats and Republicans say the other party stirs feelings of frustration, fear, distrust, and anger. Americans increasingly segregate by political party and ideology in residential communities. Since the 2016 election, hate crimes have risen and five to 14 percent of Americans currently endorse intergroup violence. Polarization affects more than governments; it impacts families, workplaces, schools, neighborhoods, and religious organizations across America and the world.

CPL takes a three-pronged approach to rebuilding tolerance norms: 1) providing moderated conversations where people meet others with different perspectives and talk about issues of the day, 2) teaching communication skills that make civil, respectful conversation possible, and 3) educating members about their role in politics today. Our integrated services reflect the most recent scientific understandings of neurobiology, intergroup contact theory, and moral psychology.

CPL is a young organization, providing services since October 2016, incorporated in March 2018, and given 501(c)(3) tax exemption status in April 2019. In the five-plus years since inception, we have proven the effectiveness and reproducibility of our work, and we are now considered to be among the top five bridging organizations in the country. We are a member of the [ListenFirst Coalition](#), the [Alliance for PeaceBuilding](#), and the Bridging Movement Alignment Council.

For more information about Crossing Party Lines, please visit www.CrossingPartyLines.com and follow us on Twitter (@crosspartylines).

Contact

For more information about this opportunity, contact:

Volunteer Coordinator

Crossing Party Lines

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