



EXECUTIVE DIRECTOR SEARCH PROSPECTUS

POSTED DECEMBER 12, 2024



Executive Director Search Prospectus

The Schools, Health & Libraries Broadband (SHLB) Coalition is now accepting applications from candidates to serve as the next Executive Director of the Coalition.

About Us

The SHLB Coalition (colloquially called “Shell-Bee”) is a growing public interest organization headquartered in the Washington, DC area with over 300 member organizations from around the U.S. SHLB advocates for policies and programs that enable [anchor institutions](#) to obtain and promote open, secure, high-quality broadband services to support connectivity and opportunity for all.

SHLB fosters collaboration among the public, private, and civic sectors to achieve our shared vision and mission. The ideals and principles set forth below guide our actions and interactions with our coalition members, anchor institutions, the broadband industry, government policymakers, and the public. We are:

Mission-driven

We passionately and optimistically pursue broadband and digital opportunity policies for anchor institutions and their communities.

Inclusive

As a coalition of diverse members, we are collaborative and bring as many voices to the table as possible.

Visionary

We are forward-looking, embrace new technologies, and recommend policies that maximize the opportunities for anchor institutions in an ever-changing digital landscape.

Nonpartisan

We strive to build consensus, are respectful of others' positions, and avoid partisanship whenever possible.

Knowledgeable

We dive deep into complex issues – using facts, research, and expertise to influence our policy recommendations.

SHLB has built a reputation for being an engaged, informative and collaborative organization where members participate in advocacy and educational opportunities to promote affordable access to high-speed internet connections for anchor institutions and surrounding residential consumers. We are looking for a leader who shares these values and will continue to grow our work as a staff team and as a coalition. Learn more at www.shlb.org.

Duties and Responsibilities

The Executive Director is the highest-ranking staff position and leader of the organization and reports to the SHLB Board of Directors. The Executive Director works closely with the Board, the staff, and the Coalition's members to develop and implement the strategy, mission, and objectives of the organization. The Executive Director sets forth the Coalition's policy positions, supervises the staff, administers the budget, enters into contracts, raises funds, engages in public speaking, and takes other actions as necessary to promote the mission of the Coalition, subject to the oversight of the Board. The Executive Director is an *ex officio*, non-voting member of the Coalition's Board and Executive Committee. In particular, the Executive Director is expected to engage in the following activities:

Board Relations and Governance

- Work with the Board, staff, and members to articulate and implement the mission and strategic goals of the organization as set forth in the coalition's strategic plan
- Plan for and lead SHLB Board meetings, along with the Chief Operating Officer (COO) and Board Chair
- Work with the COO to ensure that the Coalition fulfills the legal requirements for non-profit organizations, including submitting tax filings, 501c3 registration, payroll, insurance, etc.
- Work with the staff, Board, and contractors to drive SHLB's growth as a membership-based nonprofit, public interest group

Policy and Advocacy

- Develop policy recommendations with input from SHLB's Policy Counsel, SHLB's Policy Group co-chairs, and SHLB's members
- Lead or supervise SHLB's various Policy Group calls with our members, including the bi-weekly full member calls
- Work with other coalitions and allies to accomplish our shared goals, including public interest organizations, private sector companies, and other parties as appropriate
- Engage consultants to conduct research, issue reports, and carry forth the work of the coalition

Coalition Leadership

- Work with federal and state legislatures and other policy-makers to promote the SHLB Coalition's mission, including filing comments, holding meetings with government officials, and providing testimony when invited to do so
- Speak with the media, issue press releases, post on social media, engage in public speaking, and serve as the primary (but not exclusive) public "face" of the organization
- Work with the staff and the Board's membership committee to ensure that we are delivering programs and services that add value for our members
- Recruit and retain SHLB members, identify membership benefits, set membership dues, and visit SHLB members in their locations when possible

Staff Supervision

- Manage staff and contractors, including hiring and firing, supervising, posting job descriptions, interviewing candidates, determining staff salaries, and conducting annual reviews of each staff position in conjunction with the COO
- SHLB currently has a team of six people: Executive Director, Chief Operating Officer, Policy Counsel, Membership Director, Marketing and Communications Director, and Operations Manager
- The new Executive Director will have authority to hire a new team member at the outset, as one staff member is retiring at the end of 2024

Event Planning

- Plan events, such as receptions, symposiums, webinars, and conferences such as SHLB's annual AnchorNets Conference
- Lead the planning of each event's agenda, issue invitations to speakers, and solicit corporate sponsors to support each event

Financial Oversight

- Develop and implement the budget, engage in fundraising, authorize spending, review financial statements on a monthly basis, and manage all of the organization's financial operations in conjunction with the COO, accountant, and finance committee of the Board
- Enter into contracts as necessary to implement the budget, the mission, and the strategic plan of the coalition
- Track membership dues and identify opportunities to increase revenue and diversify revenue sources through dues, events, sponsorships, grants, and donations

Qualifications

- A graduate degree
- 10 years+ of senior level organizational leadership experience
- Demonstrated experience working with federal agencies and exceptional working relationships with current Capitol Hill staff and leaders
- Expertise in broadband and internet policy, as evidenced in public speaking, publications, job role, and former volunteer and/or paid positions
- Proven success in fundraising, media relations, and collaborative partnership-building
- Experience with organizational management and constituent services

Why join the SHLB team?

Work with people in a positive and collaborative way.

SHLB has a small staff that values the "person" beyond the "employee." We believe great ideas can come from any and everyone, so we give all team members the opportunity to speak their mind and bring their personality to the table. [We even rock out on occasion...](#)

Make an impact.

It's an exciting time for advancing broadband access and adoption, with a historic amount of funding currently being allocated to states. With this once-in-a-lifetime opportunity to bridge the

digital divide, you'll know that the work you do matters. You can read more about our policy priorities [here](#).

No commute!

The SHLB Coalition is a mostly remote organization that holds meetings primarily via Zoom. However, the Executive Director should be DC-based in order to attend in-person meetings, particularly on the Hill. Up to 20% travel, both in DC and nationally, is required.

Comprehensive Benefits.

SHLB offers a competitive benefits package that includes medical, dental, and vision insurance, retirement plan with employer match, remote work stipend, unlimited paid time-off, performance-based bonuses, and professional training opportunities.

Salary

This position is full-time with an average of 40 hours per week. The salary range is \$190,000 - \$210,000, plus the opportunity for performance-based bonuses. The Board of Directors determines the compensation for the Executive Director. This position requires in-person attendance at DC-based events, meetings, and visits to Capitol Hill. No stipend will be provided for relocation to the DC area.

Physical Demands

Employees are required to be stationary for extended periods, with use of a computer and keyboard with or without a reasonable accommodation. Up to 20% travel required.

Equal Opportunity Employer

SHLB is an equal opportunity employer and is committed to ensuring that all people—including but not limited to those who have been historically underrepresented based on race/ethnicity, age, disability, sexual orientation, gender, gender identity, socioeconomic status, citizenship status, or religion—are represented in the development of our staff, Board, policies, program, participants, and coalition members.

Research suggests that qualified women, and Black, Indigenous, and Persons of Color (BIPOC) may self-select out of opportunities if they don't meet 100% of the job requirements. We encourage individuals who believe they have the skills necessary to thrive in this role to apply.

Employment Relationship

Employment with the SHLB Coalition is for no specific period of time and is an “at will” position in accordance with DC law.

To Apply

Please send us a resume and a thoughtful cover letter outlining ways you envision helping the coalition to grow and how you are uniquely qualified to fill this role.

Email your resume and cover letter as PDF documents to operations@shlb.org, and use “Executive Director Position” as the subject. We are accepting applications until January 3, 2025, and we're looking for someone to start by March 3, 2025.

Principals only—recruiters, please don't contact this job poster. Please, no phone calls about this job. Please do not contact job poster about other services, products, or commercial interests.