



Director of Organizing Position

Reports to: Executive Director or Designee

Supervises: Community Organizers

Position Level: Full Time (Monday – Friday and some weekends)

Compensation: Salary \$63,000 - \$65,000 DOQ

Benefits: Health care plan for employee after 90 days of employment (ACER pays 100% of premium) including dental and vision.

Retirement plan (matching plan by employer) after one year of employment.

Full Job Description

The Organization: The African Career Education & Resources, Inc. is the leading issue-based community organization working to uplift and amplify the African Diaspora to build power for systemic change that advances racial and economic equity in communities

Position Purpose: The Director of Organizing provides ongoing coaching, training, supervision and support to the team of Organizers, so that this team can most effectively organize congregations and develop lay and clergy leaders to engage in strategic campaigns to advance ACER's policy aims (at both the municipal and state level). At the direction of the Executive Director, the Director of Organizing helps coordinate and guide issue campaigns in areas of housing, immigration, health equity, and other campaigns as well as plays the lead role in running the organization's non-partisan voter engagement efforts. In this capacity, also at the direction of the Executive Director, the Director of Organizing cultivates relationship with key allies who are working with ACER on their programs.

The Director of Organizing also works closely with the Director of Communications and Development Director to ensure that program goals and strategies are in line with organizational messaging and funding opportunities and goals, and obligations to funders.

Summary of Primary Job Responsibilities and Duties

1. Provide supervision to a team of Organizers through individual and group meetings, regular communication, shadowing, coaching and intentional training.
2. Provide the necessary guidance and strategic thinking to the team of Organizers to ensure that they have the skills and tools necessary to build and maintain community leadership teams



(Local Organizing Committees, comprised of at least 5 strong volunteer leaders) in their assigned issues.

3. Provide the necessary guidance and strategic thinking to the team of Organizers, key community leaders and in some cases, allies, to ensure that the organizing work is well-crafted and on track to achieving concrete outcomes as defined by the work plan, and that tactics are strategic and effective.
4. Meet regularly with Executive Director, Director of Communications and Development Director to assess ongoing progress of the Organizing team and the issue campaigns and to ensure that program activities, communications, and funding are all in alignment.
5. Build and maintain relationships with leaders of partner or potential partner organizations including labor unions, policy groups, advocacy organizations, policy experts, government staffers, which share ACER's goals, to deepen ACER's relationship with them and to deepen understanding of the context of our programs and issue campaigns. Represent ACER at coalition tables at the direction of the Executive Director.
6. Help ensure that issues, strategies, and tactics are conducted through a racial justice frame and that program work and campaigns are rooted explicitly in racial justice language.
7. Lead organizing team and other ACER staff to craft and execute a plan to recruit new community leaders and allies to be connected to ACER's work.
8. Be responsible for the organization's voter engagement campaigns (non-partisan voter registration and GOTV efforts), which includes ensuring that ample staff and volunteer resources are dedicated to the campaign, that turf is selected strategically, that data is gathered accurately and in compliance with applicable laws and that new contacts made are added to the organizational contact list.
9. Conduct and coach organizing team in conducting one-to-one meetings with key community leaders and allies as necessary, to help build leadership and relationships to advance ACER's work.
10. Provide monthly written reports to Development Director on progress made towards grant deliverables and funding obligations.



11. Coordinate state-level campaign when applicable by playing lead role in convening our partners in other regions of the state with whom we are collaborating with and for whom ACER is acting as fiscal agent for certain grant funds.

13. Other duties as assigned.

Desired Qualifications, Skills, and Abilities

Experience/comfort working within a diverse community, specifically the African community; ability to authentically draw on one's lived experience and learnings to connect that with social change issues.

- relevant work experience in a paid community or union organizing, or political, or faith-based community organizing work.
- Proven track record of leading successful issue organizing and campaigns.
- Demonstrated track record of building relationships across lines of difference and in building up the leadership of others.
- Experience supervising diverse organizers/field staff.
- Excellent verbal and written communication skills.
- Familiarity with Microsoft outlook, Word, Excel and similar software and social media.
- Ability to learn new systems, prior experience with the Voter Activation Network, Salesforce, Salsa, etc. is a plus
- Ability to think both 'macro' (big picture, long-term campaign strategy) as well as 'micro' (helping organizers think through the daily tasks to engage leaders).
- Self-starter, creative, highly motivated, ability to juggle multiple tasks and campaigns.
- Experience facilitating meetings and designing and facilitating trainings.
- Demonstrated ability to collaborate and an openness to learning and sharing.
- Capacity to think strategically and analytically about social, economic, cultural, and political issues affecting communities.
- Experience working with the disenfranchised.
 - Ability to travel through the city (personal vehicle strongly preferred) as well as throughout the region to meet with organizers, community leaders and allies and decision-makers.
 - Occasional travel out of state for conferences, trainings, etc.
 - Flexibility to work nights and weekends.

How to apply:

Applicants should provide the following information:



Email the following documents to TDunn@acerinc.org with the subject line “Director of Organizing Position”

1. Resume
2. Letter (2 pages MAX) describing your background, interest in, and qualifications for this position
3. List of three professional references (people who can vouch for your organizing work in the past 7 years or less).