Welcome to the EMILY's List Job Bank Job Distribution List!

The EMILY's List Job Bank connects experienced political professionals and trainees with campaigns for pro-choice, Democratic women candidates across the country.

The EMILY's List Job Bank is now ready to accept resumes for the 2015–16 Election cycle. If you're interested in working on an EMILY's List campaign, please take a moment to upload your resume and create a profile by going to http://jobbank.emilyslist.org. This will allow us to see what kind of campaign job you're looking for and what kind of skills and experience you have – so we can connect you with our candidates who need talented staff at all levels. Having access to your most current information will allow us to send updated information to interested campaigns.

Attention employed Job Bank users:
If you have signed up for the EMILY’s List job bank previously and are no longer looking for a job, please deactivate your job bank profile so we don’t send your resume around to campaigns that are currently looking to hire staff. Your assistance would be greatly appreciated.

Thank you.

Please see below listings of jobs received as of November 16, 2016. This list will go out again on November 23, 2016.

Our weekly Job Bank distribution list informs job seekers about jobs with progressive organizations and campaigns. Jobs and internships are listed separately, and internships can be found at the bottom of the list.
If you’ve heard about a job through the EMILY’s List Job Distribution List, please be sure to note that in conversation or in your cover letter.

**AS ALWAYS, please be sure to keep the EMILY’s List Job Bank up to date with your job search progress!**

Please excuse any formatting problems as postings are simply copied and pasted from original listing with no additional edits performed by the EMILY’s List Campaigns Department. Please be sure to follow contact instructions in each posting.

*For any questions, feel free to contact jobbank@emilyslist.org*

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**Marketing Data Analytics Assistant**

EMILY’s List, the nation’s largest financial resource for women candidates, is searching for a Marketing Data Analytics Assistant to join the Development team. We recruit and train candidates, support strong campaigns, research women's issues, and turn out women voters. We’ve trained over 9,000 women to run and helped elect over 100 women to the House, 19 to the Senate, 11 governors, and over 700 to state and local office. Since its founding in 1985, almost one-third of the candidates EMILY’s List has helped elect to Congress have been women of color - including every single Latina, African American, and Asian American Democratic congresswoman currently serving.

**Principal Responsibilities**
The EMILY’s List Marketing Data Analytics Assistant’s primary responsibility is to create data files for the Marketing/Membership, Digital, and Major Gifts departments to use in direct mail, telemarketing, and web campaigns. The Marketing Analytics Assistant works closely with the Marketing Analytics Manager to help develop, maintain, and monitor regular financial and fundraising requests and reports for the Development Department.

Specific Duties

- Segment donors in Raiser’s Edge and Blackbaud Direct Marketing and create data files for direct mail, telemarketing and web campaigns for the marketing, membership and digital departments;
- Generate recurring and ad-hoc reports for the use of the Development team and outside vendors;
- Troubleshoot donor database concerns with the Development, Digital and IT teams;
- Assist members of the Development team with query creation and reporting from The Raiser’s Edge, Blackbaud Direct Marketing and Blackbaud Performance Management;
- Maintain database integrity by ensuring donor information is up-to-date;
- Utilize data to help develop a powerful and continually expanding donor base;
- Manage the scheduling of EMILY’s List marketing and analytics projects with outside consultants and vendors;
- Assist in building an organizational culture that is steeped in data-driven decision making;
- Work towards building the EMILY’s List community to at least 5 million members;
- Serve as lunch hour back-up and break relief for the front desk as needed;
- Perform other duties as assigned.

Qualifications

The ideal candidate must have strong Excel and Access skills and be a team player who thrives in a fast paced environment. Must have strong analytical skills, enjoy quantitative problem solving, attention to detail, and be able to take direction and multi-task. Experience with Blackbaud’s Raiser’s Edge, or any previous database experience, is a plus. College degree and an interest in electing pro-choice Democratic women required. EMILY’s List offers a competitive salary and a strong benefits package. To apply, email resume and cover letter to jobopening@emilyslist.org, --subject line “Marketing Data Analytics Assistant.” **No calls, please.**

**EMILY’s List is an Equal Opportunity Employer that values a multicultural, diverse working environment. Applicants of diverse backgrounds are welcomed and encouraged to apply.**
Digital Assistant

EMILY’s List, the nation’s largest resource for women in politics, is searching for a Digital Assistant to join our Digital team. We recruit and train candidates, support strong campaigns, research women’s issues, and turn out women voters. We've trained over 9,000 women to run and helped elect over 100 women to the House, 19 to the Senate, 11 governors, and over 700 to state and local office. Since its founding in 1985, almost one-third of the candidates EMILY’s List has helped elect to Congress have been women of color - including every single Latina, African American, and Asian American Democratic congresswoman currently serving.

Principal Responsibilities

The Digital department is responsible for engaging and growing the community of people who support EMILY’s List online. The department works closely with the Development, Communications, and Campaign teams to ensure our online program advances the organization’s fundraising, growth, messaging, and electoral priorities.

The Digital Assistant plays a crucial role on this team, ensuring our online properties are up to date, that our email campaigns are executed in a timely manner, and that special projects are planned and executed efficiently.

Specific Duties

- Provide administrative support to the Vice President of Digital, including scheduling duties;
- Manage digital team daily and weekly meetings;
- Publish day-to-day updates to the EMILY’s List website;
- Help draft content for our email program, social media assets, and the website as directed;
- Set up emails and landing pages;
- Help manage the EMILY’s List store and digital merchandise promotions
- Contribute to the digital team’s weekly brainstorms and planning meetings;
- Serve as lunch hour back-up and break relief for front desk staff as needed;
- Other projects as assigned.

Qualifications

The Digital Assistant must be extremely detail-oriented and able to work independently to meet deadlines. Candidates should be familiar with HTML, Excel, online fundraising,
and advocacy. Ideal candidates will have experience working or interning in digital or communications, preferably in a political or nonprofit organization. Strong writing skills and a sense of humor are necessary. Candidates should be able to handle multiple projects at once, work well under deadline, and understand that the internet isn’t a 9 to 6 kind of job.

College degree and an interest in electing pro-choice Democratic women required.

EMILY’s List offers a competitive salary and a strong benefits package. To apply, email resume and cover letter to jobopening@emilyslist.org, subject line “Digital Assistant.” No calls, please.

EMILY’s List is an Equal Opportunity Employer that values a multi-cultural, diverse working environment. Applicants of diverse backgrounds are welcomed and encouraged to apply.
Digital Strategist

Our progressive digital fundraising firm works with all levels of campaigns around the country. We are seeking a Digital Strategist to support the Digital team with our online, email and social media campaigns. Experience in fundraising, email fundraising, digital strategy, campaign work and/or web management is required. In addition, the ability to work both independently from home and yet be part of a virtual team is vital. This rapidly growing firm wants team players that can offer cutting edge ideas and excellent customer service to their clients.

Responsibilities:

• Assist in the planning and executing of online, email and social media campaigns to grow campaigns’ digital and fundraising capacities.
• Maintain and track production calendars for various online, email and social media campaigns.
• Draft content for multi-channel platforms.
• Assist in copy approval process; ensuring deadlines for email and social media content delivery are met.
• Assist in maintaining campaign social media presence including but not limited to Facebook and Twitter.
• Be an active team player in the firm’s project management system.
• Share creative and creative ideas that enhance the candidate’s bottom-line.

Required qualifications:

• 2-4 years of digital strategy work on political campaigns.
• Understanding of Blue State Digital and/or NGP preferred.
• Well versed in social media campaigns and related analytics.
• Understanding of campaign online strategy and fundraising.

Location:

• Flexible

To Apply:

• Send email to rrdjobsearch@gmail.com with a cover letter, resume, four references, and samples of your work. Please put the job title in the subject line. You may also email with questions. We are an equal opportunity employer and value a diverse working environment. Applicants of diverse backgrounds are encouraged to apply.
Chief Digital Strategist

Our progressive digital fundraising firm works with all levels of campaigns around the country. We are seeking a Chief Digital Strategist to lead the firm’s digital team. A strong background in client/project management, a deep understanding of online and fundraising campaign strategy, strong writing skills and developing and managing budgets are required for the position. In addition, the ability to work both independently from home, be a part of a virtual team and manage staff remotely is an important part of this job. This rapidly growing firm wants team players that can offer cutting edge ideas and excellent customer service to their clients.

Responsibilities:

- Serve as the chief digital expert for the firm, focusing on planning and executing online, email and social media campaigns to grow organization’s digital and fundraising capacity.
- Lead the firm through the discovery of new technologies and practices.
- Develop creative aggressive growth strategies for client email, social media and the overall bottom line.
- Direct clients’ email acquisition programs including coordinating email swaps and joint actions, renting email lists and obtaining emails through online advertising.
- Develop a project management system to juggle multiple clients with multiple staff members.
- Provide top of the line client services. Manage client relationships, including leading meetings and calls, responding to client needs in a timely fashion and setting and exceeding goals.
- Develop and manage client income and expense plans and report out weekly outcomes.
- Manage the content development, email timelines, and staff to ensure timely delivery and results for all digital campaigns.
- Develop branding strategies for campaigns and their surrogates. Utilize this brand and voice across all platforms to maximize results.
- Work with your colleagues to develop creative and strategic plans while maintaining the ability to respond to the political environment rapidly.
- Write or work with a team to write dynamic copy for an assortment of digital platforms.
- Work with Partners to develop a staffing plan that meets the needs of the clients and the firm. Modify as new clients are acquired and markets develop. Recruit and train qualified staff who share the firm’s vision.
- Develop analytics processes, use these to fine tune client best practices and share information firm wide.
- Run testing campaigns that expose best practices and implement firm wide as needed.
- Consider and explore UX strategies when it comes to the website and optimization across platforms and technologies.
• Train campaign and staff and associates on best practices for online fundraising and list growth.
• Assist Partners in identifying new business and client ideas, help with marketing the firm as needed.
• Identify internal and external training opportunities for staff and interns.

Required Qualifications:
• 3-5 years of both management experience and digital strategy work, including client management and customer service.
• Minimum 5 years experience in campaign online strategy and fundraising.
• Eagerness to continue to learn and grow with technology and promote creative thinking within the firm.
• Advance knowledge of NGP, BSD, Excel, Facebook, Twitter.

Location:
• Flexible.

To Apply:
• Send email to rrdjobsearch@gmail.com with a cover letter, resume, four references, and samples of your work. Please put the job title in the subject line. You may also email with questions. We are an equal opportunity employer and value a diverse working environment. Applicants of diverse backgrounds are encouraged to apply.

Posted: 11-16-2016

The New Jersey League of Conservation Voters (New Jersey LCV), is the leading political voice for the environment in the Garden State.

New Jersey LCV seeks a full-time Campaign Manager to oversee and implement the Green in ‘17 Campaign, which seeks to elevate conservation issues in New Jersey’s 2017 Gubernatorial Race and ensure the environment is a defining issue in the election. This individual must be able to work independently as well as with a dynamic team and committed Board of Directors to maximize outcomes.
Responsibilities:
• Manage the Green in ‘17 Campaign
• Develop and implement field campaign plans, maintain data, and analyze effectiveness of programs
• Recruit, train and manage up to eight environmental field organizers
• Work closely with the policy and communications staff to implement public education and organizing plans
• Oversee all campaign activities and regularly submit status reports to Executive Director
• Assist organizers in day to day organizing activities including volunteer recruitment, phone outreach, and in person education activities
• Organize a Public Health and Environment Candidate Forum, including securing partners and a venue
• Coordinate and recruit volunteers to engage in traditional communications efforts such as letters to the editor and opinion pieces
• Ensure all campaign activities are conducted in a manner consistent with all State and Federal regulations
• Assist development staff with grant review process
• Other duties as assigned

Qualifications:
• Commitment to environmental conservation.
• Demonstrated ability to manage staff, recruit volunteer activists, mobilize public support and lead campaigns
• Working knowledge of Voter Activation Network (VAN) and Catalist
• Strong written and oral communication skills.
• Excellent personal organizational and time management skills.
• Personable, dependable team player.
• Paid staff position in at least two election cycles, including a minimum of one cycle in a midlevel or higher position such as a Field Director or Campaign Manager preferred.
• Formal organizing training (New Organizing Institute, Green Corps, etc) preferred

Position Requirements: This is a full-time position based in either Trenton or Somerset. However, travel throughout New Jersey will be necessary, so a valid driver’s license and access to a car are required. This person must be able to maintain a flexible schedule as is common on campaigns.

Salary: Commensurate with experience.

To apply: Please send your resume, cover letter, and salary requirements to jobs@njlcv.org with “Campaign Manager” in the subject line. No calls please. Deadline: November 29th.

New Jersey LCV is an equal opportunity employer committed to a diverse workplace.

PO Box 1237, Trenton, NJ 08607-1237
(609) 331-9922
SEIU (Service Employees International Union)

Job Title: 2017 SEIU Fight for $15 Law Fellowship
Grade: LF1
Location: Washington, D.C.

The Legal Department of the Service Employees International Union will have an opening for a law fellow, starting in September 2017. The SEIU Law Fellowship Program was established to introduce recent law graduates to a broad range of legal work within an international union, and offers an excellent opportunity for new lawyers to work with experienced union-side lawyers on a variety of cutting-edge issues related to the advancement of workers' interests.

SEIU is a progressive and dynamic labor organization representing over 2 million workers in the United States, Canada, and Puerto Rico, principally in the building service, public service, and healthcare fields. Attorneys in SEIU’s Legal Department engage in innovative lawyering to further the union’s interests in organizing new workers, improving working conditions, engaging in political action, and achieving social justice.

The 2017 Fight for $15 Law Fellow will provide legal support for SEIU’s campaign in support of the Fight for $15 movement. The Fellow will also have the opportunity to be involved in many areas of the legal department's work. While each fellowship experience varies according to the work of the department, the Fellow can expect to be involved in at least some of the following types of work: litigation to enforce the labor and employment rights of union members; handling matters before the National Labor Relations Board; drafting amicus briefs in support of workers' rights issues before the NLRB and appellate courts; advice and assistance to staff organizers on organizing campaigns; involvement in policy and legislative initiatives; and participation in SEIU's political program.

The Fellowship is based in Washington, D.C, and has a one year term, with an option to renew for a second year (with the mutual agreement of the Fellow and SEIU). Full vacation and health benefits are provided, and salary is commensurate with experience. Recent law graduates, judicial clerks, and third-year law students are welcome to apply. Applicants should have excellent research and writing skills, a demonstrated commitment to workers' rights, and a desire to practice union-side labor law.

To apply for the Fellowship, please include in your application a cover letter, resume, writing sample, law school transcript and two letters of recommendation.

The application deadline is November 30, 2016.

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SEIU is an Equal Opportunity Employer.

Apply Here: http://www.Click2apply.net/vpjd5b38vf
America Votes Spring Internship

Organization Overview
America Votes is the coordination hub of the progressive community. We lead collaborative efforts among a diverse coalition of over 400 state and national partner organizations to advance progressive policies, win elections, and protect every American’s right to vote. Our organization works nationally and in more than 20 states to provide a range of services to our partners, including strategic planning, advocacy and electoral campaign coordination, data tools and targeting services, and on-the-ground leadership in key states. For more information about America Votes, visit our website at www.americavotes.org.

Position Description
As a leading progressive organization America Votes is committed to help mentor the rising stars of the progressive movement. Interns for America Votes will be heavily involved with the day to day operations at AV and will learn what AV is and how we operate. Our goal is to recruit smart, hardworking interns that will be able to manage in a small, fast paced organization.

As part of the America Votes internship program you will have the opportunity to work for one of the country’s leading progressive organizations. In addition to learning new skills and concepts you will get to see how America Votes operates, as well as how other progressive organizations operate both nationally and at the state level.

America Votes interns will have the opportunity to network and meet interns from our partner organizations throughout the program! The America Votes Internship Program promises to provide you with more than just the normal "9am-6pm" experience. You will have the opportunity to:

- NETWORK WITH OUR PARTNERS’ INTERNS
- ATTEND TRAININGS
PARTICIPATE IN ACTIVITIES OUTSIDE THE OFFICE

Location
Washington, DC

To Apply
All applicants who are interested in the internship at America Votes need to submit resume, cover letter, and references addressed to Joanna Mendelsohn at recruiting@americavotes.org. Applications are ongoing. If accepted into the America Votes Internship Program, you will be asked to work 20 hours a week between the hours 9am – 6pm. The internship has a stipend. College credit available if applicable.

America Votes is committed to creating a dynamic, multi-cultural, diverse working environment. Candidates of color and diverse backgrounds are encouraged to apply.

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NOTICE: This information is intended only for the use of the individual or entity to which it is addressed and may contain information that is privileged, confidential and exempt from disclosure under applicable law. If the reader of this message is not the intended recipient, you are hereby notified that any dissemination, distribution or copying of the communication is strictly prohibited. If you have received this communication in error, please notify us immediately by reply e-mail and delete the material from any computer. Thank you.

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Posted: 11-16-2016

Status: Exempt

Reports To: Director of Digital Strategy

Positions Reporting To This Position: None
Location: Washington, D.C.

General Description:
LCV is seeking a Digital Campaigns Manager to ensure that LCV’s growing Latino membership is an active voice in the fight against climate change and for environmental justice. The Digital Campaigns Manager will work within the Membership and Online Engagement department, in coordination with LCV’s Chispa program, to grow a grassroots base of Latino activists who will engage on environmental issues and environmental policies. This is an excellent opportunity for a bilingual writer and online organizer to be a part of an innovative team that runs aggressive online campaigns to promote environmental policies and win key electoral races.

The League of Conservation Voters (LCV) works to turn environmental values into national, state, and local priorities. LCV launched Chispa to ensure that Latino communities and leaders have a strong voice in the movement for climate justice and within the environmental movement. In the last two years, Chispa has grown to include grassroots organizing programs focused in Latino communities in Denver, Phoenix, Albuquerque, Las Vegas, Maryland and Connecticut.

Responsibilities:

- Write compelling advocacy and fundraising copy, online petitions and other web-based copy that is tailored for Latino audiences.
- Work with the Membership and Online Engagement team to build the Chispa membership with a goal of having 10% of LCV’s overall membership identity as Latino.
- Identify creative online and mobile campaign opportunities to engage and mobilize LCV’s growing Latino activist base, both nationwide and in states where we have state Chispa programs.
- Create shareable content, engage with LCV’s supporters, and find new opportunities for growth of our Latino base on social media and mobile accounts for LCV, Chispa, and state Chispa programs.
- Design bilingual resources for the LCV website, and support Chispa Communications Director in implementing a comprehensive communications plan.
- Work with the state Chispa programs and partner groups to connect LCV’s online efforts with the community organizing programs that engage Latino activists around environmental and climate justice issues.
- Assist with other online campaign and writing projects as needed by the Membership and Online Engagement and Chispa teams.

Qualifications:

Work experience: Minimum of 2-4 years experience in online organizing, email advocacy, new media, or writing; experience in English and Spanish-language online communications targeting Latino communities; community organizing experience a plus.

Skills: Strong bilingual (English-Spanish) writing and editing skills required; must demonstrate cultural competency with diverse Latino audiences; demonstrated ability to produce online campaign and fundraising materials; creative in pursuing organizing opportunities; experienced in using social media for advocacy purposes; commitment to metrics and tracking progress; familiarity with CRM, CMS and online advocacy tools (Convio and HTML experience a plus); works well in a fast-paced environment and able to multi-task without sacrificing quality of work; understanding of environmental issues and their potential to engage Latino communities.

Conditions: Ability to occasionally work evening and weekend hours to get the job done; ability and willingness to travel. This position is based in Washington, D.C.
**SEIU (Service Employees International Union)**

**Position Announcement**

**National Political Director – Service Employees International Union (SEIU)**

Washington, DC

**Purpose:**
SEIU’s National Political Director directs the political program for the Service Employees International Union, a 2 million member organization dedicated to improving lives of workers and their families. SEIU’s political program builds power for workers as part of a wider movement to win a more just society, and is one of the largest and most successful political programs in the country.

The National Political Director works with SEIU's elected leaders to craft strategies and drive programs that:

- **Strengthen the political capacity of our local unions and members** to hold power at the national, state and local level, including expanding our base of activists, building our internal political fundraising program and improving the skills of our staff and members.
- **Build independent political power for SEIU and our partners in a wider movement** through developing sustainable civic engagement programs and political organizations, particularly in communities of color.
- **Drive our program to elect champions for working families and shift the political debate** to focus on agenda that improves the lives of workers and their families and communities.
- **Support campaigns to win economic, racial, immigrant and environmental justice** at the federal, state and local level, and hold elected officials accountable to those issues.

**Primary Responsibilities:**

- Oversees SEIU's efforts with local unions and elected leaders to develop and drive programs to that recruit and develop political activism among SEIU's membership.
- Develops and drives SEIU's civic engagement initiatives and SEIU's role with independent political vehicles, including collaborative efforts with national and state partners and funders.
- Develops and drives SEIU's electoral strategy in collaboration with Officers and local unions. Serves as the primary contact with national political committees and other important electoral actors.
- Works with the Officers, local union leaders and other senior staff to help shape and set the overall agenda for SEIU's political program.
- Oversees the Department's plan, staff and budget and works to meet the goals of the union. Serves as a liaison to other department directors to assist them in decision making around key strategies.
- Coordinate with the Government Relations Director and other staff leaders to support issue campaigns.
- Coordinate with the Government Relations Director to develop and implement International candidate evaluation, political endorsement and contribution process for candidates and allied organizations.
- Represent the International Union and Officers on Boards, commissions and national committees when requested.
- Act as spokesperson or press contact for SEIU on electoral matters.
- Perform other duties as required.

Contacts:
President and Officers, Division Department Directors, Local Union Leaders. Candidates and key political party leaders and staff; senior political staff at key partners, including other unions, coalition partners and allies and national organizations, outside counsel and consultants, policy and academic representatives and the press

Direction and Decision Making:
This position reports to the President and Chief of Staff.

Education and Experience:
A minimum of 10 years' experience in political, organizing or campaign-related work. Degree from an accredited four year college or university is preferred, or experience that is equivalent to a degree.

- Experience building or strengthening membership-based organizations
- Knowledge of the labor movement and its partner organizations
- Knowledge of electoral campaign strategy and tactics
- Proven ability to develop and maintain a variety of relationships on a variety of levels.
- The ability to manage staff on various levels and problem solve decisively and quickly. Ability to hire, supervise and develop staff at all levels.
- The ability to manage multiple priorities in a timely manner and keep track of a variety of projects.
- Excellent planning and organizational skills, including strategic planning.
- Excellent oral and written communications skills, including the ability to make presentations, plan and develop materials and conferences
- Ability to inspire confidence of others with personal authority, leadership skills and a collegial work style.

Physical Requirements:
Most work is performed in an office setting, but may be required to work in other settings conducive to performing the tasks required to complete assignments. Substantial travel and extended hours required.

To Apply:
Submit a cover letter and resume online at www.grossmanheinz.com (click “Submit Resume” to be directed to the job description and application page). Only applications submitted through this website will be considered. Deadline for applications is November 25, 2016.

SEIU is an equal opportunity employer and does not discriminate in hiring or employment on the basis of race, color, sex, age, personal appearance, sexual orientation, gender identity and expression, family responsibilities, religion, national origin, citizenship status, marital status, genetic information, disability, political or union affiliation, veteran status, or any other characteristic protected by federal, state, or local law.
SEIU (Service Employees International Union)

Healthcare Division Director

Washington, DC

Purpose:

The Healthcare Division Director is responsible for overseeing, developing and implementing the organizing and advocacy strategies of the Healthcare Division of SEIU.

Background:

SEIU represents one million healthcare workers in the U.S., Canada and Puerto Rico. The Healthcare Division coordinates the work of the approximately twenty-five local unions with healthcare membership. The Division leads the Union's overall organizing strategy in the acute and long term care sectors. We are committed to building a powerful organized voice for healthcare workers; improving the quality of healthcare workers' jobs; and advocating for a more accessible, effective, and just healthcare system.

Vision:
As adopted at our recent convention, our goal is to build a movement of healthcare workers united together to transform our healthcare system so that the health of our communities comes before corporate profits; racial and other disparities are eliminated; and everyone gains access to quality care. All healthcare workers should earn more than $15 per hour; have the chance to join a union; and have a real voice in building a more equitable and just healthcare system.

Primary Responsibilities:

- Develops and implements national strategies to organize non-union healthcare workers, including strategies to organize under traditional labor law and to build alternative forms of worker organization.
- Convenes leadership tables at which local and international leaders make strategic decisions about the program and direction of the Division.
- Directs the staff of the Healthcare Division
- Develops and manages the Division budget
- Leads healthcare advocacy work at the federal level, including efforts to use federal policy to strengthen healthcare workers' ability to organize and to promote improvements in the healthcare delivery system.
• Works with healthcare locals to build a wider movement for social justice, including economic justice, racial justice, immigrant justice, environmental justice, and healthcare justice.
• Coordinates work with national employers, including negotiating national employer agreements.
• Leads efforts to increase the capacity of locals to develop member leaders, organize unorganized workers, engage in political advocacy, and lift the economic standards of healthcare workers.
• Coordinates with other departments and divisions of SEIU.
• Partners with allied organizations and elected officials.
• Responds quickly to the myriad challenges that arise in the daily work of a complex and aspirational organization

Contacts:
Includes SEIU staff, elected leadership, local union leaders, International Union officers, staff of other unions, healthcare division leadership board and members and officers, healthcare executive committee members, and leaders, SEIU healthcare locals and elected leaders, healthcare employers, healthcare advocates and allies, and government officials.

Direction and Decision-Making:
This position reports to the Executive Vice President for Healthcare and is part of SEIU's senior leadership team.

Education and Experience:
A minimum of 10 years experience in grassroots union, political or issue campaign work, with at least five (5) in a campaign leadership position with staff supervisory responsibility. A degree from a four year undergraduate institution may substitute for some of the experience, provided that the candidate possesses all, or nearly all, of the following skills and knowledge sets:

• Demonstrated experience leading all aspects of union organizing campaigns.
• Thorough knowledge of healthcare industry and policy.
• Demonstrated experience leading political campaigns and grass-roots issue campaigns.
• Excellent communications skills, both verbally and in writing with a variety of constituencies.
• Demonstrated ability to develop good working relationships and to lead teams.
• Ability to recruit, develop and supervise staff.
• Demonstrated ability to work as part of a high functioning executive team, as well as independently.
• Demonstrated ability to develop and implement strategies, budgets and plans.
• Ability to handle multiple priorities and meet established deadlines.
• Ability to respond well to changing priorities and urgent situations.
• Ability to work effectively with diverse staff and to lead with inclusion and equity.
• Demonstrated ability to exercise discretion and judgment.
• Skill in the use of personal computer and good time management skills.
• High level of organization and proven problem-solving skills.
Physical Requirements:

Work is generally performed in an office setting. Long and extended hours and extensive travel required.

To Apply:
Submit a cover letter and resume online at www.grossmanheinz.com (click “Submit Resume” to be directed to the job description and application page). Only applications submitted through this website will be considered. Deadline for applications is November 25, 2016.

SEIU is an equal opportunity employer and does not discriminate in hiring or employment on the basis of race, color, sex, age, personal appearance, sexual orientation, gender identity and expression, family responsibilities, religion, national origin, citizenship status, marital status, genetic information, disability, political or union affiliation, veteran status, or any other characteristic protected by federal, state, or local law.

Apply Here: http://www.Click2apply.net/sf3884vyyz

SEIU (Service Employees International Union)
Director of Government Relations – Service Employees International Union (SEIU)
Washington, DC

Purpose:
The Director of Government Relations oversees the legislative and policy programs for the Service Employees International Union, a 2 million member organization dedicated to improving lives of workers and their families. SEIU's legislative and policy programs aim to build a more just society, including efforts to raise wages and build power for working people, to win racial justice, to reform our immigration system and to take on the impact of excessive corporate power on our democracy, economy and environment.

Primary Responsibilities:

- Leads work with the Officers and local unions to develop and drive the union's legislative and policy platform and agenda. Ensure SEIU's agenda supports the union's plan to grow and build power for working people.
- Oversees communication and advocacy with federal and state elected officials on the International Union's legislative and policy program, including with White House staff, federal agencies, Members of Congress and their staff, and state and local officials.
- Develop and drive legislative and policy campaigns on federal priorities, in collaboration with other departments and Divisions.
- Develop state and local policy and legislative initiatives, in collaboration with the Political Department and other departments and Divisions.
- Oversees the department's budget and staff.
- Manage relationships and collaboration with strategic partners on SEIU's legislative and policy agenda.
• Coordinate with the Political Director to develop and implement International candidate evaluation, political endorsement and contribution process for candidates and allied organizations.
• Represent the International Union and Officers on Boards, commissions and national committees when requested.
• Act as spokesperson and representative for the Union on legislative and policy matters
• Perform other duties as required.

Contacts:

• President and other Officers, department and Division directors and local union leaders
• White House and agency officials, Members of Congress and other elected officials, staff and political party leaders, candidates
• Partners, including other unions, outside counsel and consultants, policy and academic leaders and the press

Direction and Decision Making:
This position reports to the President and the Chief of Staff and works independently.

Education and Experience:
Degree from an accredited four year college or university in political science, public policy, public relations or related field is preferred, or equivalent experience. A minimum of 10-12 years of experience in legislative and policy work, union leadership, organizing or campaign related work.

• Knowledge of public policy legislative process on a federal, state and local level, and a proven ability to advocate for legislative and policy change with the government.
• Knowledge of the labor movement and its partners and allied movements.
• Proven ability to develop and maintain a variety of relationships on a variety of levels.
• Experience with issue, organizing or political campaigns.
• Ability to hire, develop and manage staff on various levels, with proven experience building an equitable and inclusive staff.
• Ability to manage budgets.
• Excellent planning and organizational skills, including strategic planning, including the ability to manage multiple priorities in a timely manner and keep track of a variety of projects.
• Ability to analyze issues, define problems and propose creative solutions in political and legislative environments.
• Excellent oral and written communications skills, and ability to make presentations, plan and develop materials and conferences (including leadership and staff training).
• Ability to inspire confidence of others with personal authority, leadership skills and a collegial work style.

Physical Requirements:
Work is generally performed in an office setting, but may be required to work in other settings conducive to performing the tasks required to complete assignments. Some travel extended hours required.

To Apply:
Submit a cover letter and resume online at www.grossmanheinz.com (click “Submit Resume” to be directed to the job description and application page). Only applications submitted through this website will be considered. Deadline for applications is November 25, 2016.
SEIU is an equal opportunity employer and does not discriminate in hiring or employment on the basis of race, color, sex, age, personal appearance, sexual orientation, gender identity and expression, family responsibilities, religion, national origin, citizenship status, marital status, genetic information, disability, political or union affiliation, veteran status, or any other characteristic protected by federal, state, or local law.

Apply Here: http://www.Click2apply.net/9yxnn5547h

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**EMPLOYER:** Common Cause  
805 Fifteenth Street, NW, Suite 800  
Washington, DC 20005  
[www.commoncause.org](http://www.commoncause.org)

**DEPARTMENT:** Development

**POSITION AVAILABLE:** Senior Major Gifts Officer – Position Located in Washington, DC

**REPORTS TO:** Director of Membership & Development Planning

**ESSENTIAL FUNCTIONS:** The Senior Major Gifts Officer is responsible for significantly contributing to the growth in Common Cause’s Individual Major Donor revenue stream. This will be achieved by identifying, cultivating, soliciting, and stewarding a portfolio of individual donors with the capacity to make annual gifts of $10,000 and greater, and soliciting and stewarding individual prospects for planned giving. The Senior Major Gifts Officer monitors and reports on progress, ensuring that major donor revenue goals are met.

**RESPONSIBILITIES:**

**Strategic and Administration**
- Design and implement plan for individual major donors with the goal of increasing engagement and annual support.
- Establish annual revenue goals and report on program’s performance in conjunction with the Director of Membership & Development Planning.
- Mentor other members of the Major Donor team.

**Individual Donors**
- Manage portfolio of prospects and current donors with the capacity to make donations of $10,000+. The Senior Major Gifts Officer will ideally build our number of donors in the $10,000-$100,000 annual giving level.
- Design and execute annual plans to cultivate, solicit and steward donors and prospects, being held accountable for donor engagement and revenue goals, and responsibility for maintaining donor records and analysis of donor performance related to such things as retention, growth, upgrades, etc.
• Coordinate with other development staff and the digital department on donor stewardship and recognition activities including acknowledgements, special events, and mailings of donor updates.
• Travel occasionally to cultivate and solicit donors at in-person meetings.
• Assist with special projects and perform other related duties that contribute to the development department and Common Cause goals as assigned.

Planned Giving
• Identify, cultivate and solicit planned giving donors and prospects, coordinating as needed with state leadership, the president, and other staff.

QUALIFICATIONS:
• 7+ years of experience and successful track record in cultivating, soliciting, closing and stewarding gifts of $10,000 and greater
• Experience managing a national donor portfolio
• Excellent writing and communications skills
• Success in deadline-driven environment with shifting demands and priorities
• Demonstrated success in working with board, staff and volunteers at all levels
• Able to work independently and as part of a team
• Flexibility to travel and work evenings and weekends
• Bachelor’s degree
• Commitment to the Common Cause mission and democracy issues

TO APPLY: Please submit resume, cover letter and salary requirements to Director of Human Resources at hr@commoncause.org and include SENIOR MAJOR GIFTS OFFICER – WASHINGTON DC in the subject line; or fax to 202.355.7546. No phone calls please. Applicants are encouraged to apply as soon as possible.

ABOUT COMMON CAUSE:
Common Cause is a nonpartisan, grassroots organization dedicated to restoring core values of American Democracy, reinventing an open, honest, and accountable government that works for the public interest, and empowering ordinary people to make their voices heard.

Founded 45 years ago, Common Cause has 625,000 members and supporters, and chapters in 35 states around the country. At the national and state level, Common Cause is actively engaged in defending and advancing the core values of our democracy, which include politics not dominated by money, full access to voting and fair elections, economic opportunity for all, an ethical and accountable government, and an open and democratic media. More information can be found at: www.commoncause.org.

Common Cause is an equal opportunity employer and does not discriminate based on race, creed, color, religion, ethnicity, national origin, party or political affiliation, sex, sexual orientation, gender identity or expression, age, disability, veteran status, marital status, or any illegal or prohibited factor.
DEPARTMENT: Development

POSITION AVAILABLE: Director of Foundation Relations – Position located in DC

REPORTS TO: Associate Vice President for Foundation Relations

ESSENTIAL FUNCTIONS:
The Director of Foundation Relations plays a key role in Common Cause’s foundation fundraising program, working closely with the Associate Vice President for Foundation Relations to raise funds for both the National and State offices (totaling approximately $5 million). The Director will be responsible for managing a portfolio of current and prospective funders to increase overall support for the work of Common Cause.

RESPONSIBILITIES:
The core responsibilities include prospect research and identification, proposal and report writing and submission, prospect and donor relationship management, and monitoring progress toward goals of grants within portfolio.

- Identify, cultivate, and solicit new foundation prospects and steward existing foundation funders.
- Help to manage administration of current grants, including tracking deadlines, collecting information from program staff and the finance department, writing and submitting timely proposals, reports, updates and stewardship reports, and letters of inquiry.
- Monitor progress toward grant goals and ensure timely and accurate spenddown of grant funding.
- Work closely with Program & State staff to package ongoing programs and develop concepts and cases of support for new initiatives; this requires ongoing effort to build and maintain a thorough knowledge of Common Cause’s priorities and activities.
- Play a key role in assigning and managing the portfolio of relationships to be cultivated by program staff and in coaching program staff to effectively cultivate those relationships.
- Secure meetings with foundation contacts and facilitate meeting logistics and follow up; duties include preparing advance background briefings for meeting attendees, creating contact reports, coordinating future action steps, etc.
- Support Senior Management staff and/or Board members working with current foundation donors and/or foundation prospects.
- Maintain and update development files, tracking contacts, assignments, and staff activities through the use of development database and other tools.
- Assists with other departmental projects and related work as assigned by the Vice President of Development.

QUALIFICATIONS:
Bachelor's degree required; Master's degree preferred
A minimum of five (5) years of foundation fundraising experience; demonstrated track record of success in securing five- and six-figure grants.
Excellent writing, verbal communication, research, and analytical skills.
Strong organizational, team leadership, and time-management skills, proven ability to plan, meet deadlines, and efficiently manage multiple tasks and priorities under tight time constraints.
Entrepreneurial self-starter with the ability to work both independently and as member of a team; supervisory experience a plus.

TO APPLY: Please submit resume, cover letter, and salary requirements to the Director of Human Resources at hr@commoncause.org and include DIRECTOR OF FOUNDATION RELATIONS in the subject line. No phone calls please. Applicants are encouraged to respond as soon as possible.

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Posted: 11-9-2016
The Major Gifts Officer also works with state executive directors and staff to design and implement their major donor campaigns with the goal of increasing donors and income in the states. This position also plays an important role in designing and implementing fundraising events at the national and state level.

**RESPONSIBILITIES:**

**Individual Donors**
- Manage portfolio of prospects and current donors with the capacity to make donations of $1,000+. The Major Gifts Officer will ideally build our number of donors at the $1,000-$9,999 annual giving level.
- Staff the president, board members and other staff in their donor responsibilities, including identifying prospects, arranging visits, staffing call time and meetings, developing strategies and target amounts for asks
- Work directly with state leadership and staff to design major donor programs; helping to identify major donor prospects, appropriate asks, systems to track donor engagement, and strategies to build a major donor network to meet revenue projections
- Provide stewardship for donors that will include facilitating the president and board members calling/writing to donors, preparing special personalized mailings, writing personalized thank you letters, making donor calls and other development activities
- Coordinate with other development staff and the digital department on donor stewardship and recognition activities including acknowledgements, special events, mailings of donor updates and report and delivery of donor benefits.
- Travel occasionally to cultivate and solicit donors at in-person meetings

**Planned Giving**
- Identify, meet, cultivate and solicit planned giving donors and prospects, coordinating as needed with state leadership, the president, and other staff

**Events**
- Work with state leadership and staff to design and execute fundraising events from small house parties to large benefits; assist with creating revenue goals, identify prospective supporters, solicit donors and design strategies for event follow up
- Provide support for national events including outreach, fundraising and stewardship events; research prospects, design events and create revenue goals, draft invitations and sponsor letters, solicit donors, staff event committees, staff event, and manage follow up
- Assist with special projects and perform other related duties that contribute to the development department and Common Cause goals as assigned.

**QUALIFICATIONS:**
- 3-5 years of experience and successful track record in cultivating, soliciting, closing and stewarding gifts of $1,000 and greater
- Experience managing a national donor portfolio
- Excellent writing and communications skills
• Success in deadline-driven environment with shifting demands and priorities
• Demonstrated success in working with board, staff and volunteers at all levels
• Able to work independently and as part of a team
• Flexibility to travel and work evenings and weekends
• Bachelor’s degree
• Commitment to the Common Cause mission and democracy issues

TO APPLY: Please submit resume, cover letter and salary requirements to Director of Human Resources at hr@commoncause.org and include MAJOR GIFTS OFFICER – WASHINGTON DC in the subject line; or fax to 202.355.7546. No phone calls please. Applicants are encouraged to apply as soon as possible.

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Posted: 11-9-2016

EMPLOYER: Common Cause
805 Fifteenth Street, NW, Suite 800
Washington, DC 20005
www.commoncause.org

DEPARTMENT: State Operations

POSITION AVAILABLE: Lobbyist/Program Director-Position located in Delaware; Part-time, Contract

REPORTS TO: Director for State Operations

ESSENTIAL FUNCTIONS: This is a part-time position for a Lobbyist/Program Director who is responsible for developing and executing Common Cause Delaware (CCDE) programs, legislative agenda and events.

RESPONSIBILITIES: In coordination with the CCDE Board, the Lobbyist/Program Director will organize and lobby for good government objectives including redistricting, lobbying, election and campaign finance reforms; generate position papers, research, testimony, and press releases in support of Common Cause’s legislative agenda; serve as spokesperson with the
media and represent Common Cause at public events; develop and expand partnerships with other appropriate public policy organizations to work on common issues; assist with fundraising through outreach to major donors, foundations, and event-planning (including annual dinner); work with the Common Cause Board to establish meeting agendas and opportunities for the Board to work on projects to achieve the agency’s objectives.

QUALIFICATIONS:
Commitment to Common Cause objectives; demonstrated leadership and organizing ability; excellent written and verbal communication skills; fundraising experience desirable but not required; administrative and organizational skills including the ability to set priorities and work productively to accomplish a diversity of tasks; strong computer skills including proficiency in Microsoft applications; experience with non-profit organizations and working with non-profits Boards; a self-starter who works well with people. Candidate must have a car and must be able to work evenings. Lobbyist/Program Director will also serve as a liaison with national Common Cause in nationally coordinated campaigns. Working knowledge of social media-i.e., Facebook and Twitter

TO APPLY:
Please submit resume, cover letter and salary requirements to Director of Human Resources at hr@commoncause.org and include LOBBYIST/PROGRAM DIRECTOR - DELAWARE in the subject line; or fax to 202.355.7546. No phone calls please. Applicants are encouraged to apply as soon as possible.

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Posted: 11-9-2016

EMPLOYER:
Common Cause
805 Fifteenth Street NW, Suite 800
Washington, DC 20005
www.commoncause.org
DEPARTMENT: Program

POSITION AVAILABLE: Program Director, Media and Democracy- Position Located in DC

REPORTS TO: VP for Policy; Special Advisor

ESSENTIAL FUNCTIONS: A robust, diverse and accessible media landscape (including mainstream, local and online sources of news) is essential for the functioning of a healthy democracy, and is threatened by megamergers of access providers and media outlets, attacks on Net Neutrality and reduced diversity of content providers. Additionally, technology shifts have radically transformed the media landscape, providing new opportunities, but also new challenges. The Program Director, Media and Democracy, will develop and implement multi-year campaigns that bring critical reforms to the intersection of media and democracy. Campaigns will engage the grassroots (including Common Cause members and supporters), experts and policymakers in strategic ways that achieve lasting reforms and build a stronger democracy movement. The Program Director will work directly with Common Cause staff and our Special Advisor, former FCC Commissioner Michael Copps.

Key policy areas include: achieving universal access to the Open Internet; promoting affordable telecommunications; advancing media ownership diversity; and winning full disclosure of political advertising. The ideal candidate will have a passion for emerging internet rights issues including Big Data, online privacy, and surveillance.

RESPONSIBILITIES: Works closely with Special Advisor, consultant(s), and Common Cause program leaders and communications staff to develop and implement strategic campaigns to advance priority policy and issue agenda.

Responsibilities include:

1) Strategic campaign planning and execution to achieve specific policy goals.
2) Building a stronger connection between media issues and democracy issues for grassroots activists, coalition partners, policymakers and other influencers.
3) Engaging and expanding Common Cause coalition partners, in particular civil rights and internet rights advocates, to develop complementary and collaborative strategies that build strong campaigns;
4) Effectively engaging, building and utilizing the power of Common Cause grassroots members on state and federal reform initiatives;
5) Working with 35 state offices of Common Cause on state and local campaigns and opportunities;
6) Planning and producing powerful public events and speaking opportunities to engage targeted constituencies, including activists, community leaders, academics, media, policymakers, members of the public and of Common Cause;
7) Promoting reform initiatives (in coordination with Communications and Digital teams) through traditional and social media outreach, including drafting and placement of op-eds, editorial board meetings, blogs, interview opportunities on TV and radio;
8) Developing original research, reports and materials to help educate the public, including media and activists on media reform issues;
9) Securing funding for the Initiative and campaigns, in coordination with Development department;
10) Conducting impactful educational visits with federal and state policymakers; and
11) Other Common Cause work as needed.

The impact of this initiative will depend in large part on strategic collaboration and coordination with public interest partners and with the 35 Common Cause state offices where the participation of our nationally-recognized Special Advisor can make a difference in advancing specific reforms and defending against efforts that undermine the public interest and jeopardize our democracy.

QUALIFICATIONS:

Advanced degree preferred, Bachelor’s degree or experiential equivalent; expertise in media and democracy issues strongly preferred; proven success in developing and executing public interest campaigns (including elements of lobbying, grassroots organizing strategies, online and social media outreach and advocacy tactics;) minimum 5 years advocacy or political campaign experience; commitment to Common Cause issues and agenda; excellent oral, written, social media, and communication skills, including public speaking; ability to handle a wide range of responsibilities; self-starter with high energy level; ability of work well with coalition partners; comfortable working in a fast-paced, deadline-driven environment; working knowledge of social media tools – i.e., Facebook, Twitter, etc.

TO APPLY: Please submit resume, cover letter and salary requirements to Director of Human Resources at hr@commoncause.org and include PROGRAM DIRECTOR—MEDIA AND DEMOCRACY in the subject line; or fax to 202.355.7546. No phone calls please. Applicants are encouraged to respond as soon as possible.

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Posted: 11-9-2016

SEIU
Union Organizer-in-Training / Higher Education Campaign
Harrisburg, PA

We are seeking energetic and passionate individuals interested in starting social justice careers in labor organizing.

For 100 years, SEIU has been helping workers stand up for their rights, fighting for dignity, respect and better conditions in workplaces and communities. With a membership 2.1 million strong, SEIU is the fastest-growing union in the United States and our diverse leaders and staff support workers as they speak out for good jobs and better lives for themselves and their families.

The SEIU Organizer-in-Training (OIT) Program is a 12-month training program. As an Organizer-in-Training with the SEIU, you will be assigned to organizing campaigns, trained on the fundamentals of union organizing and will have the opportunity to learn the skills needed to help workers build power in the workplace.

Key Responsibilities:

- Conducting broad and intensive outreach efforts to non-union workers.
- Building one-on-one relationships with workers.
- Identifying, recruiting and developing worker leaders.
- Conducting individual and group meetings with workers to move organizing campaigns forward.
- Engaging, motivating and mobilizing workers to take action.
- Planning and carrying out actions and events to support worker organizing efforts.

Required Qualifications:

- Demonstrated commitment to social and economic justice.
- Ability and willingness to work long and irregular hours, including nights and weekends.
- Excellent listening, oral and written communication skills.
- Basic computer literacy and ability to learn the organization's technology tools.
- Ability to work independently as well as with a team.
- Willingness to conduct work site and home visits.
- Strong planning, time-management and problem-solving skills.
- Willingness to work with people from diverse cultures and backgrounds.
- Possession of a valid U.S. driver's license, proof of auto insurance, and an automobile for business use.
- Ability and willingness to travel on a frequent basis within Connecticut is required.
- If offered an Organizer-in-Training position, you will be required to relocate to Harrisburg, PA. Relocation costs are not covered by SEIU.
Compensation:

- Salary and benefits are set by collective bargaining agreement. Salary is $38,764/annual and benefits include fully employer-paid health benefits package, $570/month car allowance, $60/month cell phone allowance, and other benefits outlined in the policies of SEIU and the staff union contract. This is a full-time, salaried, over-time exempt position.

Application Requirements:

A cover letter is required for all applications. Your cover letter should explain your reason for wanting to work for SEIU, an example of how you demonstrated success in a similar position and a description of how this position fits into your long-term career plan.

SEIU is an Equal Opportunity Employer

Apply Here: http://www.Click2apply.net/zzzqt6bkjh

SEIU (Service Employees International Union)
Job Title: Special Assistant, Executive Office
Grade: E
Location: Washington, D.C.

Purpose:

To provide support to the Chief of Staff and Executive Office in the coordination and implementation of union-wide and priority programs and projects and to serve as a liaison with staff, officers and external contacts.

PRIMARY RESPONSIBILITIES: (Any one position may not include all of the specific duties and responsibilities listed. Examples provide a general summary of the work required and should not be treated as a total and complete list of expected duties to be performed by employees in the classification.)

- Works with the Chief of Staff, Officers, Staff Leadership Team, Staff Operations Team, and Campaign Directors to execute and integrate union priorities, projects and directives.
- Produces accurate, well-written, and analytical memos, letters and other documents that help inform leadership and senior staff decision-making, while meeting strict deadlines for completion.
- Handles sensitive issues that require confidentiality.
- Researches and synthesizes information from meetings and other conversations, with recommendations on next steps.
- Helps to drive internal communications throughout the union, including preparing documents for the International Executive Board, Executive Committee, Executive Office, Divisions, Departments and all staff.
- Plans and assists in the preparation of agendas and materials for meetings and presentations for/with International Executive Board, Executive Committee, Officers and senior staff.
- Serves as part of a team working on prep documents for the President and officers of the union, as needed.
• Serves as a center, when needed, for coordination of union-wide priorities, including actions, and other events.
• Assists in responsible budget management of various projects and programs.
• Represents SEIU in public forums internally and externally as an advocate, consistent with the values and vision of the union.
• Supports the Chief of Staff in some scheduling and project management to increase efficiency.
• Performs other duties as required to assist the International Union and Local Unions.

Contacts:

SEIU Executive Officers and Chief of Staff, Officer Assistants, Staff Leadership Team, Staff Operations Team, Local Leaders and staff, SEIU International staff, Employers, Political, Community and Union Leaders and staff.

Direction and Decision Making:

This position reports to Chief of Staff.

Education and Experience:

Undergraduate degree in Communications or related field, a minimum of seven (7) years of related work experience, or a combination of education and experience in labor union or non-profit organization.

• Outstanding writing, verbal, and analytical communication skills.
• Knowledge of labor unions.
• Skill in the use of Microsoft Office programs.
• A high level of judgment, ability to take initiative and work independently; must be able to work with elected SEIU leaders, SEIU members, and staff in complex and sometimes political situations.
• Ability to make judgments “on the fly” that are reflective of union’s values and vision and help reach program goals.
• A high level of curiosity about SEIU and social/economic justice movements and passion for improving the lives of SEIU members and working people everywhere.
• Ability to model consistently the vision and values of the union, as well as our leadership standards: shared unity of purpose, openness to questions and willingness to learn; acting with the courage of our convictions; working together with accountability; and commitment to inclusion.
• Strong interest in the parts that make up the whole of the union.
• Must be able to handle multiple, complex, “priority” projects simultaneously and meet established deadlines.
• Ability to work extended and irregular hours on a regular basis and willingness to travel occasionally with overnight stays required.

Physical Requirements (as required by ADA):

Work is generally performed in an office setting. Long and extended hours and travel required

Application Requirements:

A cover letter is required for all applications. Your cover letter should explain your reason for wanting to work for SEIU, an example of how you demonstrated success in a similar position and a description of how this position fits into your long-term career plan.
Benefits:
SEIU staff enjoy top notch benefits including comprehensive health benefits, major medical, dental and vision for employee and eligible dependents, domestic partner benefits, competitive salaries, generous holiday and vacation policies, and both a pension plan and a 401(K) Plan. SEIU is an Equal Opportunity Employer.

Apply Here: http://www.Click2apply.net/6spzw9q2wd

Posted: 11-2-2016

Planned Parenthood Action Fund of New Jersey

Field Director

Job Summary:

The Field Director leads proactive grassroots activist engagement programs to protect and expand access to reproductive health care and sexual health information in New Jersey. The Director is a senior strategist who leads field programs for both legislative and electoral campaigns to build support for Planned Parenthood’s mission, bring people into our movement, and protect our brand. The Director represents Planned Parenthood with volunteers, coalition partners and other key stakeholders. The position requires travel across the state and nights and weekends work.

ESSENTIAL FUNCTIONS/ACCOUNTABILITIES: The Field Director performs a wide range of duties, including, but not limited to the following:

• In collaboration with local Planned Parenthood affiliates and the national office, formulates and implements issue advocacy campaigns to carry out Planned Parenthood’s goals regarding reproductive health policies and sexual health programs in NJ.
• Leads our statewide coalition work and cultivates relationships with key agencies and their staff on reproductive health and related social justice issues.
• Partners with Legislative Director to mobilize volunteers around government relations activities at the state Capitol and in local legislative districts across the state.
• Leads our Generation Action campus based organizing and builds leadership pipeline for young activists to be leaders in the reproductive justice movement now and in the future.
• Organizes our Interfaith Council and empowers members to be advocates for reproductive justice campaigns.
• Organizes our Health Center Advocacy program with our volunteers, health center managers and other key stakeholders to educate and engage our patients.
• Manages our public affairs volunteer engagement programs including canvassing, phone banks and citizen lobbying.
• Creates field plans to engage and mobilize volunteers, activists and coalition partners.
• Leads community trainings to empower supporters and coalition partners to participate in Planned Parenthood advocacy programs.
• Organizes phone banks, canvass programs and other related activities as needed during election field campaigns.
• Ensures compliance with legal separations of C3/C4/PAC and manages reporting requirements.
• Manages data collection and all database work for field programs.
• Develops timelines and budgets for assigned programs and ensure that tasks are completed on time and within budget.

• Supervises field staff and provides coaching and guidance on projects.
• Perform other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES REQUIREMENTS:

The ideal candidate will be an exceptional state-level leader able to both view projects at a macro level while also keeping track of the most granular of details. S/he must be unflappable, with excellent people skills, in particular partnership and relationship building with both internal and external stakeholders, and impeccable discretion. While no one candidate will embody all the qualifications enumerated below, the ideal candidate will possess many of the following professional and personal abilities, attributes and experiences:

• A minimum of 5-7 years of successful senior management experience in nonprofit advocacy, political environments or legislative environments.

• Undergraduate degree with relevant experience; advanced degree preferred.

• Visible success in campaign or issue advocacy project results.

• Strong relationships with elected officials, coalition partners and community leaders.

• Ability to manage program and staff resources and a budget judiciously and resourcefully in an environment of rapid growth and expansion.
• Expertise in long-term strategic planning as well as short-term crisis management.

• Strategic thinker with the ability to help team assess challenges and identify untapped resources.

• Effective communicator who can connect and build consensus with various constituencies

JOB REQUIREMENTS:

Minimum Education: Bachelors required, Master’s preferred

Minimum Work Experience: 5-7 years

Other Requirements: Valid driver’s license. Reliable transportation to travel throughout state.

Apply online at PlannedParenthood.org

Posted: 11-2-2016

270 Strategies is looking for a Content Specialist to join our growing team in Chicago or Washington, D.C. Ideal candidates are excellent writers, capable of crafting content for a wide range of voices and digital properties, including email and the web. They are creative, collaborative self-starters who keep up on digital trends, understand audience targeting and acquisition, and can write cross-platform content that achieves our clients’ goals. Content Specialists work closely with fellow 270 content team members, project
managers, designers, and developers to develop content for digital campaigns and programs for multiple clients, including long-form content, fundraising, advocacy, brand management, and engagement campaigns. They must be comfortable interfacing with clients, working in teams, and balancing multiple projects at once. Duties may include but are not limited to:

- Design content campaigns and big picture strategy
- Crafting email and other long-form content that drives action and engagement for our clients’ campaigns
- Analyzing results internally and for clients, adjusting strategy as needed
- Researching trends in content optimization strategies, tools, and tactics
- Developing recommendations on digital tools for clients, such as online fundraising, email testing, social media monitoring, and email marketing platforms
- Leading tone of voice, goal-setting, calendaring, and brainstorming exercises with clients
- Writing copy as needed for other outlets, including marketing emails, web page copy, and blog posts
- Reviewing client and internal 270 teammates’ content

SKILLS AND QUALIFICATIONS

- Excellent writing skills and attention to detail
- Professional digital content experience, with preference for a background in writing and designing email campaigns and strategy
- Experience developing content strategy and writing for other digital properties, including social media and blogs is a plus
- Familiarity with digital analytics tools and reporting
- Demonstrated ability to work in a fast-paced, deadline-driven environment
Interested applicants should submit a resume, three relevant writing samples (including at least one example of long-form content), and a brief cover letter articulating interest in this opportunity.

ABOUT 270 STRATEGIES:
270 Strategies is a next-generation grassroots firm that is redefining how companies and organizations build winning campaigns and achieve big things. Unlike traditional consulting firms that focus exclusively on marketing, 270 strategies believes effective, 21st century campaigns must integrate people-centered, grassroots organizing with smart digital strategies and a data-driven approach. The 270 team uses the lessons learned after years of leading the Obama organization to help clients connect with key constituencies, design innovative programs, and put their ideas into action.

270 Strategies is committed to diversity among its staff, and recognizes that its continued success requires the highest commitment to obtaining and retaining a diverse staff that provides the best quality services to clients and constituents. 270 Strategies is an equal opportunity employer and it is 270 Strategies’ policy to recruit, hire, train, promote, and administer any and all personnel actions without regard to sex, race, age, color, creed, national origin, religion, sexual orientation, ethnic identity or physical disability, or any other legally protected basis.

How to apply:

http://jobs.jobvite.com/careers/270strategies/job/ovWd4fws?__jvst=Career%20Site
Rapid Returns Digital
Chief Digital Strategist and Digital Strategist
(telework)

How to Apply: Send email to rrdjobsearch@gmail.com with a cover letter, resume, four references, and samples of your work. Please put the job title in the subject line. You must also email with questions. We are an equal opportunity employer and value a diverse working environment. Applicants of diverse backgrounds are encouraged to apply.

Job Description: Chief Digital Strategist
Our progressive digital fundraising firm works with all levels of campaigns around the country. We are seeking a Chief Digital Strategist to lead the firm's digital team. A strong background in client/project management, a deep understanding of online and fundraising campaign strategy, strong writing skills and developing and managing budgets are required for the position. In addition, the ability to work both independently from home, be a part of a virtual team and manage staff remotely is an important part of this job. This rapidly growing firm wants team players that can offer cutting edge ideas and excellent customer service to their clients.

Responsibilities:

- Serve as the chief digital expert for the firm, focusing on planning and executing online, email, and social media campaigns to grow organization's digital and fundraising capacity.
- Lead the firm through discovery of new technologies and practices.
- Develop creative aggressive growth strategies for client email, social media and overall bottom line.
- Direct clients' email acquisition programs including coordinating email swaps and joint actions, renting email lists and obtaining emails through online advertising.
- Develop a project management system to juggle multiple clients with multiple staff members.
- Provide top of the line client services. Manage client relationships, including leading meetings and calls, responding to client needs in a timely fashion and setting and exceeding goals.
- Manage the content development, email timelines, and staff to ensure timely delivery and results for all digital campaigns.
- Develop branding strategies for campaigns and their surrogates. Utilize this brand and voice across all platforms to maximize results.
- Work with your colleagues to develop creative and strategic plans while maintaining the ability to respond to the political environment rapidly.
- Write or work with a team to write dynamic copy for an assortment of digital platforms.
- Work with Partners to develop a staffing plan that meets the needs of the clients and the firm. Modify as new clients are acquired and markets develop. Recruit and train qualified staff who share the firm's vision.
- Develop analytics processes, use these to fine tune client best practices and share information firm wide.
- Run testing campaigns that expose best practices and implement firm wide as needed
- Consider and explore UX strategies when it comes to the website and optimization across platforms and technologies.
- Train campaign and staff associates on best practices for online fundraising and list growth.
- Assist Partners in identifying new business and client ideas, help with marketing the firm as needed.
- Identify internal and external training opportunities for staff and interns.

Required Qualifications:
• 3-5 years of both management experience and digital strategy work, including client management and customer service.
• Minimum 5 years experience in campaign online strategy and fundraising.
• Eagerness to continue to learn and grow with technology and promote creative thinking within the firm.
• Advance knowledge of NGP, BSD, Excel, Facebook, Twitter.

**Job Description:** Digital Strategist

Our progressive digital fundraising firm works with all levels of campaigns around the country. We are seeking a Digital Strategist to support the Digital team with our online, email and social media campaigns. Experience in fundraising, email fundraising, digital strategy, campaign work and/or web management is required. In addition, the ability to work both independently from home and yet be part of a virtual team is vital. This rapidly growing firm wants team players that can offer cutting edge ideas and excellent customer service to their clients.

**Responsibilities:**

• Assist in the planning and executing of online, email and social media campaigns to grow campaigns' digital and fundraising capacities.
• Maintain and track production calendars for various online, email and social media campaigns.
• Draft content for multi-channel platforms.
• Assist in copy approval process; ensuring deadlines for email and social media content delivery are met.
• Assist in maintaining campaign social media presence including but not limited to Facebook and Twitter.
• Be an active team player in the firm's project management system.
• Share creative and creative ideas that enhance the candidate's bottom line.

**Required qualifications:**

• 2-4 years of digital strategy work on political campaigns.
• Understanding of Blue State Digital and/or NGP preferred.
• Well versed in social media campaigns and related analytics.
• Understanding of campaign online strategy and fundraising.

**SEIU (The Service Employees International Union)**

**Union Organizer-in-Training / Health Care Campaigns**

**Positions are available in: Sacramento, CA and Los Angeles, CA**

We are seeking energetic and passionate individuals interested in starting social justice careers in labor organizing.

For 100 years, SEIU has been helping workers stand up for their rights, fighting for dignity, respect and better conditions in workplaces and communities. With a membership 2.1 million strong, SEIU is the fastest-growing union in the United States and our diverse leaders and staff support workers as they speak out for good jobs and better lives for themselves and their families.

The SEIU Organizer-in-Training (OIT) Program is a 12-month training program. As an Organizer-in-Training with the SEIU, you will be assigned to organizing campaigns, trained on the fundamentals of union organizing and will have the opportunity to learn the skills needed to help workers build power in the workplace.

**Key Responsibilities:**

• Conducting broad and intensive outreach efforts to non-union workers.
• Building one-on-one relationships with workers.
• Identifying, recruiting and developing worker leaders.
• Conducting individual and group meetings with workers to move organizing campaigns forward.
• Engaging, motivating and mobilizing workers to take action.
• Planning and carrying out actions and events to support worker organizing efforts.

Posted: 11-2-2016
Required Qualifications:

- Bilingual in English/Spanish or English/Tagalog is a plus, but not required.
- Demonstrated commitment to social and economic justice.
- Ability and willingness to work long and irregular hours, including nights and weekends.
- Excellent listening, oral and written communication skills.
- Basic computer literacy and ability to learn the organization's technology tools.
- Ability to work independently as well as with a team.
- Willingness to conduct work site and home visits.
- Strong planning, time-management and problem-solving skills.
- Willingness to work with people from diverse cultures and backgrounds.
- Possession of a valid U.S. driver's license, proof of auto insurance, and an automobile for business use.
- Ability and willingness to travel on a frequent and extensive basis is required.
- If offered an Organizer-in-Training position, you will be required to relocate to Sacramento, CA or Los Angeles, CA. Relocation costs are not covered by SEIU.

Compensation:

- Salary and benefits are set by collective bargaining agreement. Salary is $38,764/annual and benefits include fully employer-paid health benefits package, $570/month car allowance, $60/month cell phone allowance, and other benefits outlined in the policies of SEIU and the staff union contract. This is a full-time, salaried, over-time exempt position.

Application Requirements:

A cover letter is required for all applications. Your cover letter should explain your reason for wanting to work for SEIU, an example of how you demonstrated success in a similar position and a description of how this position fits into your long-term career plan.

SEIU is an Equal Opportunity Employer.

Apply Here: [http://www.Click2apply.net/g7y58jzz3b](http://www.Click2apply.net/g7y58jzz3b)

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**SEIU (The Service Employees International Union)**

**Bilingual English & Spanish Union Organizer-in-Training / Health Care Campaigns**

Positions are available in: Oakland, CA; Los Angeles, CA; Seattle, WA; Boston, MA; Austin, TX and Chicago, IL.

We are seeking energetic and passionate individuals interested in starting social justice careers in labor organizing.

For 100 years, SEIU has been helping workers stand up for their rights, fighting for dignity, respect and better conditions in workplaces and communities. With a membership 2.1 million strong, SEIU is the fastest-growing union in the United States and our diverse leaders and staff support workers as they speak out for good jobs and better lives for themselves and their families.

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**Key Responsibilities:**

- Conducting broad and intensive outreach efforts to non-union workers.
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Identifying, recruiting and developing worker leaders.
Conducting individual and group meetings with workers to move organizing campaigns forward.
Engaging, motivating and mobilizing workers to take action.
Planning and carrying out actions and events to support worker organizing efforts.

Required Qualifications:

- Bilingual in English & Spanish is REQUIRED.
- Demonstrated commitment to social and economic justice.
- Ability and willingness to work long and irregular hours, including nights and weekends.
- Excellent listening, oral and written communication skills.
- Basic computer literacy and ability to learn the organization's technology tools.
- Ability to work independently as well as with a team.
- Willingness to conduct work site and home visits.
- Strong planning, time-management and problem-solving skills.
- Willingness to work with people from diverse cultures and backgrounds.
- Possession of a valid U.S. driver's license, proof of auto insurance, and an automobile for business use.
- Ability and willingness to travel on a frequent and extensive basis is required.

Compensation:

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SEIU is an Equal Opportunity Employer

Apply Here: http://www.Click2apply.net/cw7wwz56rj

Posted: 11-2-2016

CAREER OPPORTUNITY
Stop Solitary National Campaign Strategist [NPP-17]
AMERICAN CIVIL LIBERTIES UNION FOUNDATION

National Prison Project, Washington, DC

For nearly 100 years, the ACLU has been our nation’s guardian of liberty, working in courts, legislatures, and communities to defend and preserve the individual rights and liberties guaranteed by the Constitution and laws of the United States. Whether it’s ending mass incarceration, achieving full equality for the LGBT community, establishing new privacy protections for our digital age, or preserving the right to vote or the right to have an abortion, the ACLU takes up the toughest civil liberties cases and issues to defend all people from government abuse and overreach. With more than a million members, activists, and supporters, the ACLU is a nationwide organization that fights tirelessly in all 50 states, Puerto Rico, and Washington, D.C., for the principle that every individual’s
rights must be protected equally under the law, regardless of race, religion, gender, sexual orientation, age, disability or national origin.

The National Prison Project of the ACLU’s National office in Washington, D.C. seeks applications for a full-time National Campaign Strategist. The position is funded for five years.

OVERVIEW

Founded in 1972 by the American Civil Liberties Union, the National Prison Project (NPP) seeks to ensure constitutional conditions of confinement in prisons, jails, juvenile facilities, and immigration detention facilities. The Project has successfully litigated on behalf of prisoners in more than 25 states. Since 1991 it has represented prisoners in five cases before the United States Supreme Court. The Project is the only organization litigating conditions of confinement cases nationwide on behalf of men, women, and children.

NPP policy priorities include reducing prison overcrowding, improving prisoner health care, eliminating violence and maltreatment, and increasing oversight and accountability in prisons, jails, and other places of detention. The Project is a leader of the nationwide Stop Solitary campaign, which works to end the excessive and inappropriate use of solitary confinement. The Project also coordinates a nationwide network of litigators, conducts training and public education conferences, and provides expert advice and technical assistance to activists and lawyers throughout the country.

The Project also works to challenge the policies of over-incarceration that have led the United States to imprison more people than any other country in the world. This is an opportune moment to reform those policies. There is a growing consensus among criminal justice experts and policymakers that America’s criminal justice system has relied too heavily on incarceration as the first and often only response to non-violent behavior that could better be addressed through other means. The population in American prisons and jails has tripled in the past 15 years and now approaches two and a half million. Facilities are overcrowded; medical systems are overwhelmed; and work, education, and treatment programs are inadequate. This failed experiment does not make us safer, it is not affordable, and it exacerbates the racial disparities that have long plagued the criminal justice system.

POSITION DESCRIPTION

The Strategist will report to the Deputy Director of NPP, and will collaborate with a Steering Committee of key organizations working on solitary confinement reform across the country.

The position will work to enhance and expand a broad national network of groups working to stop the use of solitary confinement in prisons, jails, and juvenile detention and corrections facilities across the country. The Strategist will work with groups at both the national and local level, provide technical assistance to advocates in state and local campaigns, and connect campaigners to share strategies. Critically, the position will also bridge the work being done to reform both the adult and juvenile justice systems.

The Strategist and Steering Committee will work in collaboration to identify critical factors, opportunities, and challenges for each state in order to enhance communication and resource sharing across jurisdictions. The position will work to help build the local and national reform/abolition movement in a systematic manner and identify shared challenges and opportunities for the movement.

The Strategist will focus on campaign coordination activities and mapping reform opportunities, campaign capacities, and tool development during the first year of activities. The position will also work with the project funder to establish a Jurisdiction-Based Fund. Once the Fund is established, a central role of the Strategist will be to assist the Steering Committee in making strategic jurisdiction-based campaign grants to the field. The position will manage both a Jurisdiction-Based Campaign Fund that provides substantial assistance to key campaigns and an Opportunity Fund providing smaller grants to meet emergent needs. The Strategist will assist the Steering Committee in making grant decisions.
ROLE AND RESPONSIBILITIES

- Create and expand a broad national network of groups working to reform/abolish solitary confinement.
- Work with groups at both the national and local level and identify new constituencies to include in the movement, as well as groups that were previously unconnected to the larger reform movement but active around the issue. Focus on engaging and empowering people who have survived solitary confinement or who have family members in solitary in the work to reform/abolish the practice.
- Provide strategic and technical assistance to advocates in state campaigns and connect campaigners to share strategies.
- Identify grassroots groups working with survivors of solitary confinement; formerly incarcerated individuals; and the families of incarcerated people in order to include the experiences and voices of affected communities in advocacy strategies and the development of reform options.
- Bridge the work being done to reform both the adult and juvenile justice systems.
- Work with the Stop Solitary for Kids campaign to connect efforts to resources and advocates within the adult justice system.
- Collaborate with Solitary Watch and other campaigns and advocates to develop the data and documentation necessary to support reform efforts.
- Work with the Steering Committee to create selection criteria and identify mature campaigns poised for success; nascent campaigns with fertile opportunities for reform; and areas where the seeds of reform have not yet taken hold.
- Create a National Stop Solitary Map based on the above work which will include key actors, opportunities, and challenges for each state.
- Develop strategies and tools for dealing with shared challenges and opportunities for the movement and disseminate these to the field.
- Identify research and training needs for the field and coordinate response to these needs, including identifying appropriate trainers and training opportunities.
- Assist project funders in setting up a Jurisdiction-Based Fund during the first year of this project as needed.
- Coordinate the Stop Solitary Strategic Jurisdiction-based Fund with members of the Steering Committee.
- Manage day-to-day operations of the RFP process for the Fund. Provide guidance and recommendations to the Steering Committee as part of the funding process.
- Manage grantee reporting processes in collaboration with the Steering Committee.
- Assist campaigns in messaging and communications issues and refer press inquiries to pertinent advocates and experts in the field.
- Maintain a working knowledge of significant developments and trends in the field, helping to shape the conversation as a thought leader.
- Identify new and emerging research and policy issues.
- Meet with senior staff at outside organizations to discuss activities, advance issues and work collaboratively.
- Speak at meetings and conferences, and maintain visible leadership in the field on behalf of the project.
- Maintain excellent relationships with relevant foundations and other potential funders for the project.
- Provide budget oversight and ensure project integrity.
- Work with NPP and funders to maintain official records and documents, and ensure compliance with federal, state and local regulations.

EXPERIENCE AND QUALIFICATIONS

- Master’s degree in a relevant field; J.D.; or equivalent job related work experience.
- At least ten years of experience in the criminal justice, human rights, civil rights, or related field.
- Five or more years of managing major campaigns that span both local and national levels and/or working in policy coalitions or networks.
- Demonstrated success in campaign work, including such markers as coalition growth; policy and/or legislative victories; demonstrated awareness-raising; campaign expansion; and increases in funding.
Familiarity with criminal and juvenile justice policy; corrections operations and record keeping practices; and/or human rights documentation practices is necessary for this role. Experience working with the media and developing campaign communications strategies and messaging. Strong interpersonal, written and oral communications skills. Accomplished presentation skills are required.

Extensive knowledge of a range of topics related to criminal justice, racial justice, prison conditions, movement building, and political power building.

In-depth knowledge and experience working with community-based organizations.

Strong understanding of policymaking and the role of research and advocacy in informing public policy at local, state, and federal levels.

Experience and success with grant writing and grants management.

Extensive professional experience in a not-for-profit environment.

Experience developing and managing a budget.

Training or teaching experience with demonstrated knowledge of the successful application of training within the workplace is a plus.

Ability to take initiative and work both independently and collaboratively.

Strong organizational skills.

Solid ability to manage multiple tasks concurrently.

Ability to work effectively in a fast-paced environment.

Experience working in a diverse environment and with diverse groups.

High degree of adaptability, comfort in establishing new direction and managing rapid change.

High level of creativity and ability to translate creative instincts and provide program direction.

Travel to undertake field visits and provide technical assistance will be required.

COMPENSATION

The ACLU offers a generous and comprehensive compensation and benefits package, commensurate with experience and within parameters of the ACLU compensation scale.

HOW TO APPLY

Please send a cover letter (include salary requirements), a current resume, the names and phone numbers of three references, and at least one writing sample by email to hrjobsNPP@aclu.org reference [NPP-17/ACLU-W] in the subject line.

Please indicate in your cover letter where you learned of this career opportunity.

Applications will be accepted until the position is filled.

This job description provides a general but not comprehensive list of the essential responsibilities and qualifications required. It does not represent a contract of employment. The ACLU reserves the right to change the description and/or posting at any time without advance notice.

The ACLU is an equal opportunity employer. We value a diverse workforce and an inclusive culture. The ACLU encourages applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship, disability, and veteran status.

The ACLU undertakes affirmative action strategies in its recruitment and employment efforts to assure that persons with disabilities have full opportunities for employment in all positions.

We encourage applicants with disabilities who may need accommodations in the application process to contact: hrjobsincl@aclu.org. Correspondence sent to this email address that is not related to requests for accommodations will not be reviewed. Applicants should follow the instructions above regarding how to apply.
The ACLU comprises two separate corporate entities, the American Civil Liberties Union and the ACLU Foundation. Both the American Civil Liberties Union and the ACLU Foundation are national organizations with the same overall mission, and share office space and employees. The ACLU has two separate corporate entities in order to do a broad range of work to protect civil liberties. This job posting refers collectively to the two organizations under the name “ACLU.”

SUMMER 2017 LEGAL INTERNSHIP OPPORTUNITY
American Civil Liberties Union Foundation
Capital Punishment Project, Durham, NC

For nearly 100 years, the ACLU has been our nation’s guardian of liberty, working in courts, legislatures, and communities to defend and preserve the individual rights and liberties that the Constitution and the laws of the United States guarantee everyone in this country. Whether it’s achieving full equality for the LGBT community, establishing new privacy protections for our digital age, ending mass incarceration, or preserving the right to vote or the right to have an abortion, the ACLU takes up the toughest civil liberties cases and issues to defend all people from government abuse and overreach. With more than a million members, activists, and supporters, the ACLU is a nationwide organization that fights tirelessly in all 50 states, Puerto Rico, and Washington, D.C., for the principle that every individual’s rights must be protected equally under the law, regardless of race, religion, gender, sexual orientation, disability or national origin.

The Capital Punishment Project (CPP) of the ACLU’s National Office in Durham, N.C. seeks applicants for its Summer 2017 Legal Internship. A stipend is available for those students who do not receive outside funding and/or course credit. Arrangements can be made with the student’s school for a work/study stipend or course credit.

OVERVIEW
The Capital Punishment Project, part of the ACLU’s Center for Justice, challenges the unfairness and arbitrariness of capital punishment while working toward the ultimate goal of abolishing the death penalty. The Project engages in public advocacy and strategic litigation, including direct representation of capital defendants. The Project’s litigation is conducted throughout the country, with a particular focus on the South.

INTERNSHIP OVERVIEW
Interns will have the opportunity to work on all aspects of litigation. The internship is full-time and typically requires a 10 week commitment.

ROLES AND RESPONSIBILITIES
Interns will have the opportunity to gain valuable experience by working alongside the CPP team on the following:

- Conducting legal and policy research.
- Drafting memoranda, affidavits and briefs.
- Researching prospects for new litigation, including both factual and legal claims.
- Researching and drafting materials for public education.

DESIRED EXPERIENCE AND QUALIFICATIONS

This Internship is open to law students who will have completed their first semester of law school before the internship commences. Interns should possess the following:

- Excellent research, writing and communication skills.
- Proficiency in Microsoft Office Suite, and conducting internet research.
- The initiative to see projects through to completion.
- Interest in the abolition of the death penalty.
- A commitment to civil liberties, civil rights and social justice.

HOW TO APPLY

Please send a cover letter, describing your interest in capital punishment reform and civil liberties, including any relevant life or work experience gained before or during law school; a resume; a short writing sample (no more than 10 pages in length); and a list of three references to hrjobsCPP@aclu.org. Reference [CPP Summer 2017 Legal Internship/ACLU-W] in the subject line. Please note that this is not the general ACLU applicant email address. This email address is specific to Capital Punishment Project postings. In order to ensure your application is received please make certain it is sent to the correct e-mail address.

Please indicate in your cover letter where you learned of this internship opportunity.

Students are encouraged to submit applications as early as possible, as decisions are made on a rolling basis.

This job description provides a general but not comprehensive list of the essential responsibilities and qualifications required. It does not represent a contract of employment. The ACLU reserves the right to change the description and/or posting at any time without advance notice.

The ACLU is an equal opportunity employer. We value a diverse workforce and an inclusive culture. The ACLU encourages applications from all qualified individuals without regard to race, color, religion, gender, sexual
orientation, gender identity or expression, age, national origin, marital status, citizenship, disability, and veteran status.

The ACLU undertakes affirmative action strategies in its recruitment and employment efforts to assure that persons with disabilities have full opportunities for employment in all positions.

We encourage applicants with disabilities who may need accommodations in the application process to contact: hrjobsincl@aclu.org. Correspondence sent to this email address that is not related to requests for accommodations will not be reviewed. Applicants should follow the instructions above regarding how to apply.

The ACLU comprises two separate corporate entities, the American Civil Liberties Union and the ACLU Foundation. Both the American Civil Liberties Union and the ACLU Foundation are national organizations with the same overall mission, and share office space and employees. The ACLU has two separate corporate entities in order to do a broad range of work to protect civil liberties. This job posting refers collectively to the two organizations under the name “ACLU.”

SUMMER 2017 LEGAL INTERNSHIP OPPORTUNITY
AMERICAN CIVIL LIBERTIES UNION FOUNDATION
Program on Freedom of Religion and Belief

Washington, DC

For nearly 100 years, the ACLU has been our nation’s guardian of liberty, working in courts, legislatures, and communities to defend and preserve the individual rights and liberties guaranteed by the Constitution and laws of the United States. Whether it’s ending mass incarceration, achieving full equality for the LGBT community, establishing new privacy protections for our digital age, or preserving the right to vote or the right to have an abortion, the ACLU takes up the toughest civil liberties cases and issues to defend all people from government abuse and overreach. With more than a million members, activists, and supporters, the ACLU is a nationwide organization that fights tirelessly in all 50 states, Puerto Rico, and Washington, D.C., for the principle that every individual’s rights must be protected equally under the law, regardless of race, religion, gender, sexual orientation, gender identity or expression, age, disability or national origin.

The Program on Freedom of Religion and Belief (PFRB) of the ACLU’s National Office in Washington, DC seeks a legal intern for the Summer of 2017. A stipend is available for those students who do not receive outside funding and/or course credit. Arrangements can also be made with the student’s law school for work/study stipends or course credit.

OVERVIEW
The **Program on Freedom of Religion and Belief** is a division of the national ACLU. It is part of the ACLU’s Center for Liberty, which encompasses the ACLU’s work on women’s rights, reproductive freedom, LGBT rights and the rights of people living with HIV, and freedom of religion and belief. The Center for Liberty is dedicated to the principle that we are all entitled to determine the course of our lives based on who we are and what we believe, free from unreasonable government constraint and baseless stereotypes.

The Program on Freedom of Religion and Belief is designed to safeguard the First Amendment’s guarantee of religious liberty by ensuring that laws and governmental practices neither promote religion nor interfere with its free exercise. Building on the ACLU’s near-century of work defending these constitutional principles, the Program employs an integrated strategy of litigation, public education, and advocacy.

**INTERNSHIP OVERVIEW**

The Summer 2017 legal internship is full-time and typically requires a 10 week full-time commitment.

**ROLES AND RESPONSIBILITIES**

Interns will have the opportunity to gain valuable experience by working closely with the Program staff. Interns will learn about all aspects of the Program’s work, including litigation, public education, and advocacy, and will gain experience by:

- Conducting legal research and factual investigation.
- Drafting of memoranda, complaints, discovery materials, and briefs.
- Responding to ACLU affiliates, private attorneys, governmental entities, and others who seek the ACLU’s help.
- Screening potential cases and researching or drafting materials for public education.

**DESIRED EXPERIENCE AND QUALIFICATIONS**

This Legal Internship is open to all law students who possess the following:

- Excellent research, writing, analytical, and communication skills.
- The initiative to see projects through to completion.
• The ability to work with a wide range of people.

• A strong interest and commitment to civil rights and civil liberties issues.

HOW TO APPLY
Applicants should send a cover letter describing their interest in religious liberty and civil liberties, including any relevant life or work experience gained before or during law school; a resume; three references; an official or unofficial transcript; and a legal writing sample, no more than 10 pages in length, via email to hrjobsPFRB@aclu.org - reference [Summer 2017 PFRB Legal Internship/ACLU-W] in the subject line. Please note that this is not the general ACLU applicant email address. This email address is specific to Program on Freedom of Religion and Belief postings. In order to ensure your application is received please make certain it is sent to the correct e-mail address.

Please indicate in your cover letter where you learned of this internship opportunity.

Students are encouraged to submit applications as early as possible, as decisions are made on a rolling basis.

This job description provides a general but not comprehensive list of the essential responsibilities and qualifications required. It does not represent a contract of employment. The ACLU reserves the right to change the description and/or posting at any time without advance notice.

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The ACLU undertakes affirmative action strategies in its recruitment and employment efforts to assure that persons with disabilities have full opportunities for employment in all positions.

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The Voting Rights Project of the American Civil Liberties Union (ACLU) seeks interns to work on active litigation and other projects in its New York office for the Summer of 2017. A stipend is available for those students who do not receive outside funding and/or course credit. Arrangements can also be made with the student’s law school for work/study stipends or course credit.

OVERVIEW

The Voting Rights Project of the ACLU has been an established and recognized national leader in the field of voting rights for more than 40 years. Its docket includes litigation in more than a dozen states and encompasses issues such as minority voting rights, redistricting, registration, election reform, felon disfranchisement, voter education, and ballot access. Most recently, the Project has been engaged in groundbreaking litigation challenging voter suppression efforts in North Carolina and Ohio, and onerous identification and proof of citizenship requirements for voting in various states including Arizona, Kansas, Arkansas, South Carolina, Texas, Wisconsin, and Pennsylvania. The Project also intervened on behalf of minority voters in Shelby County v. Holder, a case challenging the constitutionality of Section 5 of the Voting Rights Act; and conducted litigation to secure and protect the voting rights of Native Americans in Colorado, South Dakota, Wyoming, Nebraska, and Montana.

INTERNSHIP OVERVIEW

The internship offers the opportunity to work on all aspects of litigation. The internship is full-time and typically requires a 10 week commitment.
**ROLES AND RESPONSIBILITIES**

Interns will have the opportunity to gain valuable experience by working alongside the Voting Rights Project team on:

- All aspects of litigation, including legal research, factual investigation, drafting of memoranda complaints, discovery materials, briefs, pleadings and other litigation documents.
- Advising ACLU affiliates, private attorneys, governmental entities, and others who seek the ACLU’s help.
- Screening potential cases.
- Researching or drafting materials for public education.

**DESIRED EXPERIENCE AND QUALIFICATIONS**

The internship is open to second and third year law students who possess:

- Excellent research, writing, analytical and communication skills.
- The initiative to see projects through to completion.
- The ability to work with diverse groups.
- An interest in civil rights.
- The ability to work in a cordial and professional manner with staff members and other interns.

**HOW TO APPLY**

Applicants should send a cover letter and a resume describing their interest in voting rights and civil liberties, including any relevant life or work experience gained before or during law school to: hrjobsVRP@aclu.org and reference [VRP Summer 2017 Legal Internship] in the subject line. Please note that this is not the general ACLU applicant email address. This email address is specific to Voting Rights Project postings. In order to ensure your application is received, please make certain it is sent to the correct e-mail address.

*Please indicate in your cover letter where you learned of this internship opportunity.*

Students are encouraged to submit applications as early as possible as decisions are made on a rolling basis.

This job description provides a general but not comprehensive list of the essential responsibilities and qualifications required. It does not represent a contract of employment. The ACLU reserves the right to change the description and/or posting at any time without advance notice.
The ACLU is an equal opportunity employer. We value a diverse workforce and an inclusive culture. The ACLU encourages applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship, disability, and veteran status.

The ACLU undertakes affirmative action strategies in its recruitment and employment efforts to assure that persons with disabilities have full opportunities for employment in all positions.

We encourage applicants with disabilities who may need accommodations in the application process to contact: hrjobsincl@aclu.org. Correspondence sent to this email address that is not related to requests for accommodations will not be reviewed. Applicants should follow the instructions above regarding how to apply.

The ACLU comprises two separate corporate entities, the American Civil Liberties Union and the ACLU Foundation. Both the American Civil Liberties Union and the ACLU Foundation are national organizations with the same overall mission, and share office space and employees. The ACLU has two separate corporate entities in order to do a broad range of work to protect civil liberties. This job posting refers collectively to the two organizations under the name “ACLU.”