



Organizing Manager Job Description

ORGANIZATION VISION: Our community’s power will be nurtured through revolutionary love to create confident and fulfilled individuals so that they may reach their highest aspirations.

ORGANIZATION MISSION: Poder NC Action is a 501c4 nonprofit organization that builds people power in the growing Latinx community in North Carolina—through traditional community organizing and innovative technologies—by investing in leadership development, educating the public about issues and elections, and intentional base-building for long-term movement wins.

OUR PRINCIPLES:

Poder NC is inspired by Mijente and their orientation towards “our people.” We share this groundedness which was the result of tireless liberation work between queer Black women and queer Latinas. Thanks to their work, we too can echo our principles as being fiercely pro-Black, pro-Latinx, pro-LGBTQ+, and pro-Reproductive Justice.

Poder’s base is young Latinxs and their peers. Many of our members are in rural North Carolina.

THE POSITION: The Organizing Manager is a salaried, full-time, exempt, mid-level leadership position for an individual who loves our gente fiercely, and is committed to building Latinx civic and people power in North Carolina within the current political context. The Organizing Manager is responsible for leading our Organizing Team and coordinating the implementation of our electoral and civic strategies to meaningfully engage voters and nonvoters in Poder NC activities including: events, trainings, volunteer opportunities, etc.

The Organizing Manager will dream up innovative, as well as tried and true, tactics and campaigns that our Organizing Team can use as they recruit, engage, activate, and retain members; develop individual and community-based leadership; conduct civic education; and execute campaign and electoral strategy. The Organizing Manager will anchor our independent expenditure work such as phone banking, canvassing, and other voter outreach activities where we independently support candidates whose values align with Poder NC.

The ideal candidate is someone with experience leading and executing electoral strategies and teams in the 501c4 and/or partisan electoral campaign space. This chingonx knows that our greatest assets are non-transactional relationships with our gente and our appetite for

systemic change. We are looking for an individual who is masterful at the craft of organizing; is willing to experiment and learn; will dream up new ways of building long-term people power through our yearly electoral cycles; and understands that in order to create new systems, we must engage our current political system to make inroads towards change.

Responsibilities

Essential Responsibilities:

- Provide direction (along with other staff and community leaders) for Poder NC's chapter development, issue-based campaigns, and electoral work.
- Guide the leadership development of Organizing Team members and volunteers such that they become skilled and effective organizers and community leaders.
- Assess engagement of chapter members and work with the Organizing Team to develop plans for growing membership.
- Directly supervise all members of the Organizing Team, conducting regular check-ins, team meetings, and annual performance reviews.
- Ensure consistency in data collection and tracking, understanding why this is critical for our organizing efforts.
- Effectively use a variety of tools—digital and traditional—to amplify organizing efforts.

Program Development and Coordination:

- Coordinate various projects and campaigns to recruit and mobilize our base.
- Train and develop a team of community organizers to meet organizational goals, lead campaigns, recruit volunteers and develop leaders.
- Engage local community leaders and partner organizations around Poder NC's strategic priorities.
- Lead program evaluation and development of new projects/campaigns.

Organizational Leadership:

- Develop and maintain effective relationships with local partner organizations, allied groups, community leaders, and public officials.
- Represent Poder NC at forums, public meetings, and community coalitions among other events.

Training and Member Development:

- Design and implement learning opportunities for community members and partners to sharpen strategic analysis, deepen political education, and develop precise skills relevant to organizing and campaign goals.
- Guide qualitative leadership development program with organizing staff, contractors, community members, and partners.
- Coordinate organizing training series; identify needs, develop workshops, conduct training and document curriculum.
- Model practices that center racial, class, and gender equity.

Electoral Campaigns:

- Support progressive candidate campaigns and lead volunteer campaign operations, in coordination and with approval of the Executive Leadership Team.

- Coordinate volunteer electoral activities.

Qualifications and Experience

- The ideal candidate is a seasoned organizer, a strategic campaign planner, and an experienced staff manager and a leader with grassroots, labor, and/or political organizing experience.
- Applicant must be in alignment with and share a commitment to the organization's mission and have at least 5 (five) years of experience in community organizing and training, including supervision experience.
- Strong track record of winning concrete campaign victories, mobilizing large numbers of people into action and building community leadership.
- Experience supervising and/or managing others and managing work teams.
- Self-motivated, ability to take initiative and ability to manage multiple projects.
- Ability to motivate, mentor and support others in the development of their own skills and leadership.
- Ability to work independently, yet collaboratively, according to goals of the organization.
- Ability to interact with and understand persons of various social, cultural, economic, and educational backgrounds.
- Ability to work well as part of a team and contribute to our diverse, community-based organization.
- Must be detail-oriented and able to meet deadlines.
- Must be comfortable with change.
- Fluency in both English and Spanish is strongly preferred.

Working Conditions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Primarily works in an office environment with a desk, chair, and quality lighting;
- Poder NC Action team is currently working remotely for 3 days out of the week and in the Raleigh office 2 days out of the week, with proper Covid safety precautions.

Limitations and Disclaimer

The above position description is meant to describe the general nature and level of work being performed. It is not intended to be an exhaustive list of all responsibilities, duties, and skills required for the position.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct

threat or significant risk to the health and safety of themselves or other employees.

This position description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this position successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.

To Apply

This is a full-time, non-exempt, permanent position. Poder NC is located in Raleigh, NC; remote work is an option, with occasional travel about once per month, at the organization's expense.

Email resume and cover letter to info@podernc.org with Organizing Manager in the subject. Applications will be accepted until June 13th, 2022.

Poder NC Action is an equal opportunity employer. We encourage 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. A felony conviction will not necessarily bar an applicant from employment.

Salary is \$65k - \$85k, depending on experience, plus benefits package, which includes: technology package, 100% health and dental insurance coverage for employees and 50% for their dependents, and option to join a 401K plan.

###