Co-Director of Organizing Job Description

QDEP is looking for an Organizer to fill the position of the Co-Director of Organizing. The Organizer will work in close collaboration with QDEP’s Co-Director of Member Advocacy, the Advisory Board, and QDEP membership, to lead and build QDEP’s advocacy and organizing work.

The Organizer will lead the membership base-building, leadership development, and campaign work. He/She/They will be responsible for aligning issue campaigns, movement politics, and leadership development with an ambitious campaign and policy, communications, and power-building goals. This is the dream job for someone who wants to be on the front line of the fight to oppose the carceral system and current immigration policies where they intersect with LGBTQ/TGNC/HIV+ migrant rights, in an organization deeply committed to building power at scale through grassroots organizing.

This position is rooted in social justice and will require critical thinking around how external systems impact the work that we are doing through the lens of racism and intersections with poverty. Knowing the core principles of antiracism and grounding those principles in everyday work, as well as working well in non-white environments and championing anti-racism policy are required job skills and core values.

QDEP is committed to living our social justice values. We recognize that marginalized groups, and particularly LGBTQ/TGNC people of color, have different access to employment and job advancement. We believe strongly in leadership development and lifting up the voices of non-traditional leadership. We will work with the right candidate to develop the necessary skills to be successful in this position. If you are a person who is ambitious and believes you have the ability to take on this role, we strongly encourage you to apply.

QDEP as a project of the Center for Transformative Action (CTA), an Equal Opportunity Employer. For more information regarding CTA, please visit: www.centerfortransformativeaction.org/.
Leadership and Vision
This position is part of the executive leadership team and works to develop and implement a long-term strategic growth plan, leading planning, strategy, and implementation of all organizational initiatives. The Organizer will be a public leader and strategic thinker who is able to build meaningful relationships with a variety of constituencies and models the organization’s values and culture.

- Work in team capacity to support and advance the overall organizational mission and promote active and broad leadership by members, volunteers, staff, and the Advisory Board in all areas of the organization’s activities.
- Demonstrate a team approach that is mindful of the division of roles with clear responsibilities.
- Provides leadership in areas of the program, organizational development, financial management, and communications; and carry out plans and policies authorized by the Board and membership.
- Ensure that the organization has a long-range strategy which achieves its mission, and toward which it makes consistent and timely progress; integrate new ideas and strategies from strategic planning and move them through the implementation stage with appropriate staffing and adjustments to roles.
- This position will also be responsible for building the QDEP brand and public communication with a variety of audiences using traditional, non-traditional, and social media outlets.
- Build QDEP’s public profile through communications with a variety of audiences using traditional, non-traditional, and social media outlets.
- This position will be responsible for maintaining and building the organization’s financial health. They will be accountable for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.

Membership Leadership & Community Organizing
This position leads the Organizing Department and directs external organizing campaigns and other strategic growth initiatives on behalf of the organization by organizing and driving strategic campaigns; researching and assessing potential organizing targets and growth opportunities; and preparing and implementing campaign plans and components. This includes building alliances with community and/or advocacy partners, writing campaign materials, developing campaign messaging and outreach plans, training and supervision of campaign staff and volunteers, organizing committees and membership, development of member leadership in support of campaigns, and tracking and oversight of daily campaign progress.

- Directing strategic organizing campaigns by building alliances with community and/or advocacy partners, writing campaign materials, developing campaign messaging and outreach plans, training and supervising campaign staff and
volunteers, organizing committees and membership, developing member leadership in all campaigns, and tracking campaign progress.

- Conduct all campaigns through a racial justice and gender justice lens, with a focus on LGBTQI/TGNC liberation and that campaigns incorporate an analysis of class, education, physical ability, and the intersections of power and privilege.
- Ensure that the values and practices of community organizing, building power, and movement building are integrated into all facets of the organization and building a culture of campaigning that is engaging to members, volunteers, and community partners.
- Direct and participate in day-to-day organizing operations, engage in base-building and membership recruitment strategies, coordinate community education meetings and events, maintain and manage member records in the database, maintain requisite reporting for funding sources and work on special projects and campaigns as needed.
- Create and execute well-crafted campaign strategies with clear targets, timelines, and tactics aimed at building independent political power, including building relationships with mission-aligned partner organizations and representing QDEP in coalition campaigns.
- Craft and execute a plan to recruit and develop new members and community allies to join QDEP, including supporting clients to become active members.
- Develop a leadership pipeline that encourages member activist development and education by facilitating leadership development, political education, and other member training programs.

**Supervision**

This position will provide weekly supervision to a diverse team of organizers, volunteers, and interns – some of whom work remotely – through individual and group meetings, regular communication, shadowing, coaching and intentional training.

The Organizer will be supervised by the QDEP Advisory Board but is managed by the Executive Director of the Center for Transformative Action

**Qualifications**

- A strong racial justice and gender justice analysis and able to navigate issues of class, education, physical ability, and the intersections of power and privilege.
- Dedicated to building the power of LGBTQ/TGNC/HIV+ migrant detainees and former detainees to participate in transformative social and economic justice movement building; Capacity to think strategically and analytically about social, economic, cultural, and political issues affecting communities
- Experience/comfort working within diverse communities and the disenfranchised
- Familiarity with issues facing migrant and asylee communities
- Comfortable visiting prisons and detention centers
- At least three (3) years of community organizing, union organizing, political organizing, and/or legislative issue advocacy in either a professional or volunteer capacity.
- Leadership skills, creative thinking, conflict management and demonstrated follow-through ability; Strong interpersonal and organizational communication skills.
- Demonstrated ability to collaborate and an openness to learning and sharing; Ability to foster participatory decision making and team building
- Management experience and/or experience leading groups or committees professionally or as a volunteer
- Ability to think both ‘macro’ (big picture, long-term campaign strategy) as well as ‘micro’ (managing daily tasks); Self-starter, creative, highly motivated, ability to juggle multiple tasks and campaigns.
- Demonstrated track record of building relationships across lines of difference and a commitment to building up the leadership of others; Comfortable communicating with diverse audiences on an individual and group level.
- Familiarity with Microsoft Outlook, Word, Excel and similar software and social media; Ability and willingness to learn new technological systems including desktop publishing and mobilizing tools
- Excellent/fluent written English capability
- Ability to travel throughout the city and region and occasionally out of state for conferences, training, etc.
- Must be willing to work long and irregular hours, including evenings and weekends.

**Desirable Qualifications**

- Demonstrated success in grant/proposal writing, fundraising and fiscal oversight of budgets
- Experience with strategic planning, campaign development, and implementation of organizing initiatives
- Proven track record of leading successful organizing campaigns, including in coalitions.
- Experience supervising diverse staff or volunteers, setting expectations, and measuring performance.
- Experience facilitating meetings and designing and facilitating training.
- Multilingual (English and/or Spanish/French/Haitian Creole)