

**ROLE:** Organizing Manager

**LOCATION:** Washington, DC

**START DATE:** September 17, 2021

**REPORTS TO:** State Director

## **WHO WE ARE**

**Democrats for Education Reform (DFER)** is a national political organization that supports elected Democrats and candidates for office who seek to expand policies and practices that work well for America's students and confront those that do not. We are education progressives who prioritize students and families, especially low-income students and students of color who should be better served by our country's public education system.

DFER partner **Education Reform Now Advocacy (ERNA)** is an advocacy group that advances education reform measures through empowering community leaders to support our legislative and political advocacy work. ERNA keeps constant pressure on legislators to champion high-quality public education.

DFER partner **Education Reform Now (ERN)** is a nonpartisan think tank that promotes increased resources and innovative reforms in K-16 public education, particularly for students of color and students from low-income families.

## **ROLE OVERVIEW**

We are seeking an Organizing Manager who is responsible for overseeing political planning. The Organizing Manager is also responsible for developing and managing a pipeline of quality political and leadership talent that will seek public office or other positions of leadership within the education and political landscape. The Organizing Manager will report directly to the State Director.

## **WHAT WE DO**

1. **Support for Progressive Education Leaders** — In an approach that is markedly different from our peers and partners in the field, DFER DC engages directly with candidates and elected officials to empower them to advocate for education policies that focus foremost on serving students. Our affiliate organization Education Reform Now DC's work involves policy research, analysis, and education that helps policymakers at all levels understand complex education issues and make informed decisions.
2. **Inform the Education Debate in DC** — We work collaboratively with organizations and our community networks to create an education system that is held accountable to all kids and families.
3. **Target Interventions and Rapid Response** — DFER DC's breadth and depth of reach from Advisory Neighborhood Commissions to ward-based education councils to DC

State Board of Education members and DC Councilmembers enables us to respond quickly to the changing landscape and policy trends. Activities vary significantly from project to project and may include training, policy analysis, public engagement, electoral and issue advocacy, and policy guidance for elected officials and local advocates.

## **KEY RESPONSIBILITIES**

### *Manage the Organizing Program*

- Manage four organizing staff and develop their leadership. Ensure that the team has clarity at all levels by modeling, building, and supporting effective communication, coordination, and a performance oriented culture.
- Develop and execute the infrastructure for ground-level support for DFER DC, both for political candidates and policy priorities.

### *Engage Education Stakeholders*

- Manage all aspects of DFER DC community engagement.
- Build relationships and increase the visibility of DFER DC and its partner ERN DC within local communities.
- Provide an ongoing summary and analysis of the DC education landscape to the State Director on a regular basis.
- Attend events with local elected leaders regularly.

### *Manage Political and Electoral Program*

- Assess the landscape for prime political engagement.
- Design and execute candidate recruitment, training, and volunteer programs.
- Manage all aspects of political and electoral engagement with final approval by the State Director.
- Develop and maintain a rubric and questionnaire for the assessment of possible political candidates.
- Build and sustain relationships with community partners.
- Partner with the Policy and Communications Manager to externally project DFER's political agenda and message.

### *Provide Operations Support*

- Work collaboratively with the Finance and Operations teams and legal compliance consultant to manage DFER compliance and required finance reporting.
- Assist with administrative tasks.

## **QUALIFICATIONS**

- Must be a DC resident
- 3 + years of political work experience
- Track record of strong management skills
- Strong commitment to teamwork and collaboration
- Ability to build and sustain relationships with all constituencies
- Excellent communication skills, both verbal and written
- Understanding of DC's complex public education system
- Ability to think strategically, critically, and creatively

- Proficiency in VAN, NGP VAN, ActBlue, and other advocacy and campaign tools
- Track record of successful project management
- Willingness to be flexible in an entrepreneurial and intense work environment
- Commitment to diversity, equity, and inclusion
- Passion for DFER DC's mission

### **COMPENSATION**

This is a salaried position with a range of \$85,000 - \$95,000 per year, plus benefits which include: a 401k plan with matching contributions, health insurance, and cell phone reimbursement.

### **COMMITMENT TO DIVERSITY**

Democrats for Education Reform DC welcomes applications from all and strongly encourages women, people of color, people with different abilities, immigrants, refugees & LGBTQ people to apply for this position. We are committed to maximizing our organization's diversity and recruiting a team that reflects the diversity of DC students.

### **HOW TO APPLY**

Email the DFER DC State Director, Jessica Giles, at [dferdc@dfer.org](mailto:dferdc@dfer.org) with a resume and a cover letter explaining why you are an ideal candidate for this position.