**Voces de la Frontera Job Description**

**How to apply:**

Send resume, cover letter, and three references to nancy@vdlf.org.

**Job Title: Director of Organizing**

**Nature of Work:** Seeking someone who will be a senior strategist in the organization as well as work intensively with our organizing team to help them reach their fullest potential in base building, leadership development and winning strategic issue campaigns at the local, state, and federal levels. The position will integrate organization wide efforts to grow grassroots funds to support the organization and grow statewide organizing capacity.The position is accountable to the Executive Director (ED) and reports to the ED and board on a regular basis.

**Organizing Duties:**

* Provide strategic vision and direction in collaboration with elected board, staff and leaders to build local and state power to win policy changes.
* Support Senior Lead Organizer and organizers responsible to lead base building efforts and campaign work
* Assess with Lead Organizer and regional organizers statewide chapter growth, campaign work, coalition efforts.
* Work with organizing team to ensure that all organizers are sharing with all members organizational protocols and are following them.
* Manage organizational wide implementation of political education, skill building education work for members, including intergenerational opportunities and convening to bring all leaders together from programs and chapters.
* Ensure organizational wide use of reporting systems.
* Support new internal member development structure, specifically, the neighborhood teams in Milwaukee, statewide chapters, and rebuilding workers committee structure

**Development Duties:**

* Support the Operations Director in developing and executing an annual fundraising plan with new prospects, existing funding sources, fundraising activities and events, such as annual gala.
* Support the Operations Director, in grant management including proposals and reports to foundations, unions, churches, and businesses.
* Support the Operations Director in updating and maintaining grants calendar, tracking deadlines and reports of grant and non-grant proposals, reporting deadlines, and prospective foundations.
* Coordinate individual giving efforts including on-line, direct mail, individual donor events, and major donor relationships.
* Develop a workplace giving campaign through Community Shares/United Way.
* Grow non-grant and fee-for-service revenue as a larger share of the budget, including caminos services, membership dues, monthly sustainer memberships, grassroots donations for campaign events or actions, etc.
* Meet with staff on a monthly basis to capture progress on work plan goals.
* Weekly review of proper coding for contributions, database entry, and timely thank you letters.
* Provide input to Executive Director, Operations Director, staff, Sustainability Committee and Board of Directors for fundraising goals in annual budget.

**Voces de la Frontera Action (will vary depending on campaigns and elections)**

* Your primary responsibility is to develop and execute an annual fundraising plan with the 501c4 board to raise funds for electoral and lobbying work and year round voter engagement on our issue campaigns.
* Develop and track 501c4 grant proposals and reports for all foundation, union and donor fundraising and reporting.
* Meet with staff on a monthly basis to capture progress on work plan goals in this area.
* Weekly review of proper coding for contributions, database entry, and timely thank you letters (non tax exempt in this case).
* Overall manage and support organizing efforts for GOTV c4 efforts to build Latino Political Power statewide and low-income voter political power in the City of Racine

**Qualifications:**

1. BA or BS in related field
2. Experience in social justice community organizing, union organizing, political organizing and strong commitment to issues
3. Experience with full range of fund development duties, including grant writing, individual donor campaigns and member-to-member campaigns.
4. Strong technological skills and familiarity with databases.
5. Strong interpersonal and communication skills, both written and verbal
6. Ability to work independently and self-initiate
7. Experience working in a bilingual/ bicultural environment
8. Bilingual (Spanish/ English) preferred

Last updated 6/16/2016