

BOSTON WORKERS ALLIANCE

JOB POSTING: ASSOCIATE DIRECTOR

Boston Workers Alliance seeks a highly experienced community organizer and non-profit manager for the position of Associate Director. The Associate Director will play a critical managerial and programmatic role in advancing this dynamic grassroots organization. The Associate Director will be responsible for a wide range of activities throughout the organization and may be afforded training for a potential transition to Director.

The Boston Workers Alliance is a member-led organization that aims to end unemployment and underemployment in Boston's urban communities of color. BWA is a democratically run, member-led organization, committed to a multi-layered strategy for social change. BWA is based in Boston's Grove Hall and has a staff of 6 full time equivalents.

QUALIFICATIONS

- Commitment to radical social change and the empowerment of no / low income Boston residents
- Strong political analysis and commitment to resisting all forms of oppression, including racism, sexism, homophobia, xenophobia, adultism, economic exploitation etc
- Strong interpersonal, active listening, conflict resolution and facilitation skills
- Expertise in running social change campaigns, including policy research, lobbying/advocacy, coalition organizing, event/rally planning and leadership development
- Expertise with financial and organizational management, including budgets and financial projections,. Familiarity with accounting software such as Quickbooks preferred
- High-level written communication skills
- Grant writing, foundation prospecting and donor management experience
- Proficiency in computer technology, including Microsoft Word, Excel, Web management
- Cultural competency and experience working in urban communities of color
- Ability to multi-task and adapt to changing environment
- Experience supervising personnel, including training, assigning and reviewing work, leadership development and conducting performance evaluations.
- Minimum Bachelors degree in related fields plus 5 years of experience in community organizing and related fields or 7 years of professional community organizing experience
- Multi-lingual speakers are preferred but not required

ORGANIZATIONAL EXPECTATIONS OF EMPLOYEES

- Follow organizational policy and procedures
- Communicates clearly with peers, co-workers, and team members
- Promote culture of member leadership and community self-determination
- Sets the tone on reliability, attendance and high performance standards
- Reports to Executive Director
- Minimum of 40 hrs per week, must have flexibility in nights and weekends

ROLES AND RESPONSIBILITIES

There are four central areas of responsibility for the Associate Director

(1) Grassroots Organizing & Leadership Development

BWA has three campaign issues areas: 1) Green Justice, 2) Criminal Justice, 3) Economic Justice. These campaign issue areas are staffed by BWA's Lead Organizer and led by BWA members. The Associate Director will work with the Lead Organizer to develop and execute successful grassroots campaigns that develop the

leadership of BWA members while winning concrete mission-related policy changes. As a community organizer, the Associate Director will help maintain a regular space for members to meet together and create strategies to confront and challenge injustice. The Associate Director should be able to listen to individual concerns, and be capable of providing hands-on training and support to members so they can implement their social change strategies.

BWA's Campaigns aim to make concrete changes in the policies of governments and corporations. Campaigns make change by educating and mobilizing the community, presenting clear and concrete demands, and building new allies in the movement. The Associate Director should have strong skills in understanding the legislative process, reading and writing about policy issues, creating campaign fliers and fact sheets, meeting with legislators or corporate heads, organizing coalition meetings, working with the press, organizing direct actions and demonstrations. Associate Director will support BWA's Lead Organizer in member-led campaigns and will represent BWA at varying coalition tables.

BWA's Leadership Development program aims to increase the skills and capacity of BWA members, board and staff to become more effective social change actors and able to advance BWA's mission. Associate Director should be familiar with Popular Education methodology and have a strong track record of designing and executing workshops for diverse populations.

(2) Fundraising

The Associate Director is responsible for helping to manage BWA's development work, including maintaining and growing foundation support and engaging with major donors who support the organization. The Associate Director will be responsible for researching and writing portions of BWA's grant proposals to foundations. The Associate Director will also act as point person to certain foundations and major donors to maintain funding levels. Prior grant writing experience is valued but not necessary. However, the Associate Director must be a strong written communicator with high level writing skills.

(3) Organizational Management

The Associate Director will participate in the development of organizational and program specific budgeting and financial forecasting. The Associate Director will work with staff, members and board to build participatory budgeting process that involves relevant stakeholders in the organization.

The Associate Director will also work with the Executive Director and Board to improve and refine BWA's operating policies to build more accountability, transparency, efficiency and community within the organization.

The Associate Director will also be responsible for supervising BWA's office and direct services staff. The Associate Director will be responsible for conducting staff evaluations and reviews and will interact with the Executive Director and Board to share personnel development and assessment plans.

In all the work, the Associate Director is responsible for securing an organizational culture that respects its members and builds their skills as community activists and organizers. The BWA aims to have a bottom-up people's organization that is democratically led by its membership.

BWA is an Equal Opportunity Employer (EOE). Qualified applicants are considered for employment. BWA does not discriminate on the basis of age, race, color, religion, sex, national origin, sexual orientation, disability, criminal background or veteran status.

Salary and benefits will be competitive based on experience and qualifications. To apply, please send resume and cover letter to info@bostonworkersalliance.org with Associate Director in subject line.