



Jewish Democratic Council of America

Director of Outreach and Partnerships

Job Description

The Jewish Democratic Council of America (JDCA) is seeking an experienced, committed, and dynamic Director of Outreach and Partnerships to oversee JDCA's partnerships, voter engagement, and grassroots political organizing efforts. The Director will be a key member of JDCA's Outreach Team, cultivating and expanding JDCA's volunteer capacity and engagement across our state chapters, developing new partnerships, and growing our base of volunteers. This role also includes a new focus for JDCA on youth voter engagement, and the Director will oversee JDCA's youth voter engagement fellowship. Applicants for this role must be detail-oriented, possess strong communication and management skills, and have political organizing experience.

The Director will report to the Chief of Staff, as well as the CEO. We are looking to hire as soon as possible for work full time. This role is based in Washington, D.C. with flexibility for remote work.

Duties & Responsibilities: The JDCA Director of Outreach and Partnerships will hold day-to-day responsibilities that are vital to the organization's outreach strategy and activities, in addition to long-term projects. Responsibilities include, but are not limited to:

- Expand JDCA's impact across the country by building local and national partnerships. This could include researching national, state and local organizations, serving as a point of contact for potential partners, and brainstorming and implementing new projects and initiatives.
- Work with JDCA's Outreach Committee, made of JDCA Board and New Leadership Council (NLC) members, to expand JDCA's presence across the country through volunteer engagement, advocacy events and activities, and our voter mobilization work.
- Develop and execute a program for youth voter engagement synthesizing JDCA state structures, former Fellows and interns, and other existing Jewish youth engagement organizations to build a structure to support JDCA's election and education efforts. This includes working with JDCA's Youth Voter Task Force, made up of JDCA Board and NLC members.
- Engage volunteers, state chapter leadership and others to execute JDCA's election priorities in our target states, as well as managing JDCA's volunteer-led state chapters with the Outreach Committee Chair. This may also include the exploration of potential new states, chapter leaders, and partner organizations.
- Support the Outreach team for the Week of Action, an annual week-long lobbying and advocacy effort that engages volunteers and Members of Congress. Responsibilities may include coordinating schedules, drafting remarks, leading advocacy training sessions, and recruiting participants.

- Help oversee JDCA's robust fellowship and intern program, which engages college-aged students from around the country in supporting JDCA's work.
- Interface with JDCA's donors, volunteers, Board members, supporters, and lay leaders through work with various committees and presenting at monthly Board meetings.
- Work with JDCA volunteers, chapter leaders and partners to reach JDCA's voter contact goals for the upcoming 2024 election.
- Work with JDCA leadership to navigate the practical, financial and legal implications of direct voter contact efforts, campaign coordination, involvement in statewide and local issues and other complex projects that may arise.
- Ensure the organization and maintenance of JDCA's voter and volunteer database in NGP EveryAction.
- Assist with social media amplification of JDCA's outreach, partnerships and public engagement efforts.

Experience & Qualifications

- Self-starter and creative problem solver with strong organizational, interpersonal, and communication skills.
- Superior time-management, presentation and communication skills, attention to details, and multi-tasking abilities.
- 5+ years of campaign and/or political organizing experience required.
- Demonstrated success building partnerships and relationships across various organizations and institutions in service of shared goals.
- Knowledge of election-base databases and event organizing platforms, such as NGP EveryAction and Mobilize..
- Experience working in a fast-paced environment with a dynamic portfolio of responsibilities and managing multiple projects and deadlines simultaneously.
- Experience working with and managing relationships among multiple stakeholders, including a Board of Directors, volunteers, and donors.
- Commitment to the election of candidates who share Jewish and Democratic values.

This role offers great opportunities for growth and mobility within the organization. Salary commensurate with applicant's qualifications, ranging from \$65,000-\$75,000. JDCA provides generous benefits including paid time off, health/vision/dental insurance, and an employee-matched simple IRA. JDCA fosters a collaborative, warm and welcoming culture.

JDCA is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, age, marital status, genetic information, disability or because he or she is a protected veteran.

TO APPLY: Send a cover letter and resume to info@jewishdems.org and note "Director of Outreach and Partnerships" in the subject line.