



Jewish Democratic Council of America

Outreach Manager

The Jewish Democratic Council of America (JDCA) seeks an experienced, committed, and dynamic Outreach Manager to help manage JDCA's partnerships, voter engagement, and grassroots advocacy and political organizing efforts. The Outreach Manager will be a key member of JDCA's Outreach Team. Working alongside JDCA's Student Fellows Manager, they will cultivate and expand JDCA's volunteer capacity and engagement across our state chapters, develop new partnerships, increase JDCA's youth voter engagement, and grow our volunteer base. Applicants for this role must be detail-oriented, possess strong communication and management skills, and have advocacy and political organizing experience.

The Manager will report to the Director of Outreach Partnerships, as well as the Chief of Staff. 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 Outreach Manager 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:

- Engage volunteers, state chapter leadership, and other key stakeholders to execute JDCA's 2024 outreach priorities and serve as a point of contact and manager for JDCA's volunteer-led state chapters. This also includes working with chapter leaders and partner organizations.
- Play a key role in the execution of JDCA's direct voter engagement plan, which includes capacity building, persuasion, and GOTV phases.
- Serve as a point person with JDCA state chapter leadership in recruiting and managing volunteers to help execute the direct voter engagement plan.
- Assist JDCA's Director of Outreach and Partnerships and additional staff to execute a program for youth voter engagement. This includes working within JDCA's chapter structure, engaging former campus fellows and interns, and maintaining relationships with other existing Jewish youth engagement organizations.
- Ensure the organization and maintenance of JDCA's voter and volunteer database. Responsibilities include, but are not limited to: cultivating lists of Jewish voters for phone and text banks, managing and disseminating voter engagement data and statistics, organizing records of key outreach events and stakeholders, and serving as a point of contact for technology vendors.
- Support the Outreach Team's advocacy effort that engages volunteers and members of Congress. Responsibilities may include coordinating schedules with congressional offices, drafting meeting materials, leading advocacy training sessions, and recruiting participants.
- Support the Director of Outreach and Partnerships to cultivate JDCA's local and national partnerships through new projects and initiatives.

- Coordinate with JDCA's Political/Policy, Communications, Programming, and Development departments to make sure outreach efforts are properly aligned.
- Communicate the overarching goals of the organization to stakeholders, such as state chapter leadership and partner organizations.
- Work with a diverse group of stakeholders, including volunteers, students, and JDCA Board members.
- Assist with amplifying JDCA's outreach, partnerships, and public engagement efforts and social media.

Experience & Qualifications

- Self-starter and creative problem solver with strong organizational, interpersonal, and communication skills.
- Superior time-management, presentation, and communication skills, attention to detail, and multi-tasking abilities.
- Inclusive leadership & management style: We are looking for a manager who approaches our work with empathetic leadership, models and inspires accountability in others, and takes a coaching and learning mentality to help others grow.
- At least two cycles of prior campaign and/or political organizing experience is required, preferably in a Regional Organizing Director or Field organizer-type role. Multiple cycles, or equivalent experience, are preferred.
- Strongly Preferred: Knowledge of election-based databases such as NGP EveryAction and/or VAN, especially list management and other outreach tools.
- Strongly preferred technical skills: Microsoft Excel (including Xlookup and other medium proficiency tasks) and data analysis software or languages, including Stata or R.
- Experience working in a fast-paced environment with a dynamic portfolio of responsibilities and managing multiple projects and deadlines simultaneously.
- 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 \$60,000 to \$65,000 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 based on 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 "Outreach Manager" in the subject line.