



Jewish Democratic Council of America

Deputy Director of Organizing and Partner Engagement

The Jewish Democratic Council of America (JDCA) is seeking an experienced, committed, and dynamic Deputy Director of Organizing and Partner Engagement (OPE) to lead JDCA's national partnerships, voter engagement, and grassroots political organizing efforts. The Deputy Director will be a key member of JDCA's OPE Team, cultivating and expanding JDCA's voter engagement efforts across our regional networks, developing partnerships, and growing our volunteer base. Applicants for this role must be detail-oriented, possess strong communication and management skills, and have political organizing experience.

The Deputy Director will report to the Senior Director for Organizing and Partner Engagement, as well as the Chief Operations Officer and Chief of Staff. Please apply only if you're currently available for full-time work. This role is preferred to be based in Washington, D.C.

Duties & Responsibilities: The JDCA Deputy Director of Organizing and Partnerships will have day-to-day responsibilities vital to the organization's outreach strategy and activities, as well as long-term projects. Responsibilities include, but are not limited to:

- Plan and organize direct voter contact events, such as phone banks, canvasses, and parlor meetings with local and regional leaders.
- Partner with the department's Senior Director in ensuring volunteers reach organizational goals for Direct Voter Contacts.
- 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 Organizing and Partner Engagement Committee, consisting of JDCA Board, New Leadership Council (NLC) members, and lay leaders, to expand JDCA's presence across the country through volunteer engagement, advocacy events and activities, and our voter mobilization work.
- Engage volunteers, regional network leadership, and others to execute JDCA's election priorities in our target states and districts, as well as manage JDCA's volunteer-led regional networks with the Organizing and Partner Engagement Committee Chair. This may also include exploring and vetting potential volunteers, network leaders, and partner organizations.
- Coordinate JDCA's Week of Action, an annual week-long lobbying and advocacy effort that engages volunteers and Members of Congress with the OPE team. Responsibilities may include coordinating schedules, drafting remarks, leading advocacy training sessions, and recruiting participants.
- Interface with JDCA's donors, volunteers, Board members, supporters, and lay leaders through work with various committees and presenting at monthly Board meetings.

- Collaborate 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.
- Support the maintenance of JDCA's voter and volunteer database in NGP EveryAction.
- Assist with social media amplification of JDCA's organizing, 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 detail, and multi-tasking abilities.
- 3-5 years of campaign and/or political organizing experience preferred.
- Demonstrated success in building partnerships and relationships across various organizations and institutions in the service of shared goals.
- Knowledge of election-based databases and event organizing platforms, such as NGP EveryAction, Mobilize, and L2.
- Experience working in a fast-paced environment with a dynamic portfolio of responsibilities and managing multiple projects and deadlines simultaneously.
- Track record of 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 the 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 "Deputy Director of Organizing and Partnerships" in the subject line.