WE'RE HIRING A

VIGILANT LOVE CO-DIRECTOR

HELP US FIND THE IDEAL CANDIDATE

Are you skilled in nonprofit management, fundraising, strategic growth, and interested in building power and voice for solidarity-based anti-Islamophobia organizing? Vigilant Love is seeking a Co-Director that is committed to healing justice and collaborative stewardship of our grassroots organization.


- **Compensation:** The salary range for this role is $72,000 - $76,000, commensurate with experience. For this role, Vigilant Love offers a competitive compensation package including medical, dental, and life insurance benefits through our fiscal sponsor, Community Partners.

- **Supervisor:** Will work in partnership with existing Co-Director, traci ishigo

- **Position Status:** Full time, 40-hour work week, exempt employee

- **Location:** Vigilant Love is based in Los Angeles, CA. During the course of the pandemic, this will be a remote position to adhere to CDC requirements and protect the safety of our team. The position will transition to meeting in person weekly in Los Angeles upon developing a plan amongst the staff team. Vigilant Love prefers to hire somebody who is based in the Greater Los Angeles Area.
BACKGROUND

Vigilant Love came together after the San Bernardino shooting in December 2015, building upon intentional solidarity-building between Los Angeles-based Muslims and Japanese Americans to resist Islamophobia after 9/11. We are guided by a multi-ethnic, intergenerational, inter-spiritual Steering Committee (SC), as well as our partners from impacted and allied communities. Our SC includes organizers, artists, attorneys, policy advocates, and healers who hold immigrant, LGBTQ, Muslim, Japanese- and Asian-American experiences.

VISION

In the face of cyclical violence, we envision the embodiment of vigilant love amongst generations of multi-ethnic and inter-spiritual community who create pathways to liberation and healing together.

MISSION

Vigilant Love creates spaces for connection and grassroots movement to protect the safety and justice of communities impacted by Islamophobia and violence in the greater Los Angeles area. Vigilant Love unites artists, organizers & communities to build collective healing & to counter Islamophobia and other forms of violence. Our organizing model combines policy advocacy with meaningful community building, as we
believe that our fight for change must also mobilize, heal and empower our communities.

VALUES
Art Activism: the importance of uplifting the arts in our activism and community organizing
Shura (Consultation): the importance of all our decisions to be collective and informed by community experiences
Relationship Building: the key to building successful and long-lasting movements
Healing Justice: the need to center healing practices in anti-racism and anti-Islamophobia work
Transformation: the urgent need for individual and systemic change that moves away from systems designed to harm us and instead creates meaningful pathways to healing and liberation
Anti-Oppression: Anti-racist, Abolitionist, queer & trans affirming, and Anti-Zionist

To learn more, visit www.vigilantlove.org.
POSITION SUMMARY
Following the transition of the founding Co-Director Sahar Pirzada to the Steering Committee, Vigilant Love (VL) seeks a visionary leader who can develop the organization its next level and ultimately strengthen the organization’s impact. The next Co-Director will be grounded, organized, and strategic minded working in partnership with the current team to guide the fundraising strategy and organizational development of VL, bring operational alignment for VL to embody healing justice values, and support its ongoing programs/organizing. The Co-Director will work closely with traci ishigo, founding VL Co-Director, to carry out the traditional role of Executive Director through a shared leadership model. As the organization centers around solidarity-based organizing, the lived experiences of the Co-Director in relation to the work of VL is highly valued. Over the past five years, Vigilant Love has experienced tremendous growth moving from a volunteer run coalition to a fiscally sponsored nonprofit organization with paid staff. The Co-Director will ideally be a person who comes with strategic nonprofit management experience, fundraising abilities, a strengths-based approach to supporting staff, works in intentional ways that centers relationships and process, and has a track record of implementing values aligned systems to support staff with their goals so the organization can reach its highest potential.
The location of this role is flexible, while preferred that the Co-Director be based in Los Angeles. This is a full time, exempt position with an anticipated workload of 40 hours a week. At Vigilant Love we understand the multiple roles and responsibilities we play in our lives and welcome applicants who may need a flexible work schedule outside of the traditional 9-5 work day.

**PRIMARY RESPONSIBILITIES**

Essential duties and responsibilities include the following. Other duties may be assigned.

- **Fundraising and Resource Development:** Work with the Co-Director, staff and steering committee to develop, manage and fundraise for the organization’s budget
  - Cultivate relationships with current and prospective funders and donors
  - Strengthen fundraising strategy for diversifying funding streams with values alignment and team collaboration
  - Contribute to grant writing and the development of funder and donor materials
  - Share general budget updates and goals for fundraising with steering committee

- **Organizational Management and Development:** Carry out strategic planning and nonprofit management with Co-Director, staff and Steering Committee
- Lead Operations and Accounting of the organization with fiscal sponsor staff.
- Oversee, develop, and manage annual budget in partnership with the fiscal sponsor.
- Ensure effective systems to track financial progress in a way that can be effectively reported to the board, funders, and other constituents.
- Manage how the organization’s community organizing / advocacy, and programs fits within strategic goals and fundraising plan.
- Meet regularly with Co-Chairs of the Steering Committee (SC) on SC member participation in programs, initiatives, organizational development and upcoming SC meetings.

- Team Culture and Staff Supervision: Promote an organizational culture that uplifts team members’ strengths and provides opportunities for collaboration and professional growth.
  - Lead weekly team meetings to coordinate implementation of organizational work, campaigns and programs.
  - Collaborate with Co-Director to provide supervision of staff related to fundraising, development and operations.
  - Support staff in the development of their workplans and ensure timely implementation of their work.
• Provide professional development sessions and trainings to develop skills of staff and/or help troubleshoot challenges they are facing in their work.

• **Programs and Organizing:** Programs include Solidarity Arts Fellowship, Unpacking Anti-Blackness Series, organizing campaigns and rapid response

• Provide emotional and logistical support for program and organizing staff to accomplish their goals as needed

• Represent the organization with a strong politically aligned voice for rapid response direct actions, community building vigils and events when needed.

**WORKING CONDITIONS**

The VL Co-Director will work remotely from home or their site of choice, as well as community spaces for meetings in the greater Los Angeles area once and if the situation in Los Angeles allows for in person gatherings. The VL Co-Director is expected to access a phone, laptop and strong WiFi in order to complete tasks. As the entire team meets regularly on Zoom, a reliable web camera and microphone is required for this position.

**QUALIFICATIONS**

Qualified persons are encouraged to apply regardless of their religious affiliation, race, age, sex, gender identity, sexual orientation or disability.
Minimum qualifications include:

- Dedication to Vigilant Love’s vision and mission with a demonstrated commitment and critical analysis in advancing social justice and healing.
- Knowledge and understanding of structural and institutional Islamophobia.
- Relevant organizational development, fundraising, and management experience.
- Budget management experience and financial literacy. Previous experience working in nonprofit or philanthropy is a plus.
- Exposure to cultivating donor relationships. Proven track record of securing major gifts is a plus.
- Excellent written and verbal communication skills.
- Proficiency in Microsoft applications such as Excel, PowerPoint, and Word.
- Proficiency in Google applications such as Google Drive, Gmail, Google Calendar.
- Strong detail-oriented project management practices/skill sets, with a track record of meeting deadlines.
- Ability to collaborate with others and practice close listening, self-awareness, creative and innovative thinking, humility, accountability, mindful communication, and clear ethics.
- Ability to embrace conflict as an opportunity for self-reflection, accountability and growth.
We value a diverse and inclusive workplace and strongly encourage people of color, women, LGBTQ+ individuals, trans people, and gender nonconforming individuals to apply. We are especially interested in hearing from you if you have experience working in/with Muslim American communities.

To Apply: Submit your application online here. Applications will be reviewed on a rolling basis, but must be received by August 8th, 2021 by 11:59pm PST.

1. Cover letter explaining your interest in the Vigilant Love Co-Director position and how your experiences have prepared you for this position.
2. Resume
3. Two professional references including names, current titles, email addresses and phone numbers
4. Writing sample