Title: Project Director

Location: Remote. When travel safely resumes, we prefer a willingness and ability to travel frequently to Washington, DC.

Compensation: $90,000 - $110,000, commensurate with qualifications

Benefits: Through NEO Philanthropy, employees are provided a full benefits package, including 100% medical coverage for the employee and 90% medical coverage for dependents; 100% coverage for vision, dental, life/AD&D, long-term disability; Healthcare Reimbursement Arrangement (HRA), RocketLawyer, and other supplemental benefits

Anticipated project duration: 1 year (with the possibility for extension)

Employment Basis: Full-Time, overtime-exempt

Reports to: The Steering Committee

Priority Application Deadline: Priority will be given to applications received by July 30, 2020. Open until filled. *MTJ strongly encourages and seeks applications from immigrants, Black people, Indigenous people, people of color, women, people with disabilities, members of the LGBTQIA community, and other underrepresented and historically marginalized groups.

About the Moving Toward Justice Project: See website to learn more.
The Moving Toward Justice (MTJ) project is a group of organizations — Community Change, Detention Watch Network, Indivisible, National Immigrant Justice Center, National Immigration Law Center, Southern Border Communities Coalition, Undocublack Network, and United We Dream — that came together for the purpose of creating a visionary immigration policy proposal for a people-centered, just, and humane immigration system. We believe that a detailed policy proposal, grounded in the experiences of impacted communities and informed by a diverse range of stakeholders, can provide a focal point around which we can build the community and political power necessary to win a transformational overhaul of the U.S. immigration system. MTJ is a fiscally sponsored project of NEO Philanthropy, Inc.

Our Goals:
We’re committed to co-creating a detailed, progressive policy proposal to act as a counterweight to a legalization-enforcement tradeoff that has limited our collective vision for what is possible, at a time when much of our movement agrees it is time to discard the outdated comprehensive immigration reform framework. This project is focused on doing the work of creating an alternative in order to put transformative change within reach. While the COVID-19 pandemic has made the challenges we face more complex, it has also underscored how deeply interconnected our ability to thrive is and how we can no longer accept the grave societal inequities that divide us.
along lines of race, wealth and immigration status. In terms of substance, we will address the following:

- Creating an equitable, accessible, and inclusive path to citizenship for the 11 million people living without immigration status.
- Creating broad paths for future migration that account for the wide range of reasons that people move, including for family, work, education, and safety from conflict, violence, and climate change.
- Creating a new governance system at the border and in the interior that upholds human rights, respects the dignity of all people, and reflects the values of justice and fairness for both longtime residents and newcomers.

**Job Description:**
The Project Director will oversee the vision, strategy, development, and ongoing evolution of the MTJ project, and will have the strategic and operational responsibility for leading and implementing project initiatives. At the core of all of this work will be thoughtful engagement with membership-based groups and directly impacted communities to ensure that their voices are represented in every aspect of this project. The Project Director will be thoroughly committed to creating a visionary immigration policy proposal for a people-centered, just, and humane immigration system, and will bring proven leadership, issue advocacy, and relationship management experience. The successful candidate will have demonstrated experience with setting a strategic vision and securing the necessary resources required to execute on that vision. They will possess an entrepreneurial spirit, the ability to fundraise, and a strong orientation toward collaboration with a range of diverse stakeholders.

**Additional Responsibilities**

**Leadership & Management:**
- Demonstrate strong leadership to support the mission and vision of the project, in partnership with the Steering Committee, so that our constituents receive high-quality services.
- Ensure ongoing programmatic excellence, rigorous program evaluation, and consistent quality of finance and administration, communications, and systems; recommend timelines and resources needed to achieve strategic goals.
- Build a high-performing and mission-aligned staff team and play an active role in attracting, retaining, and developing staff. The Project Director will directly supervise 1-2 staff members to ensure the workstreams are progressing effectively.
- Actively engage and energize all constituents, including Steering Committee members, funders, partner organizations, members, and committees, in support of the MTJ project.

**Steering Committee:**
- Seek and build Steering Committee engagement and involvement in both ongoing operations and growth.
● Convene regular meetings with the Steering Committee to maintain alignment across the project. The Project Director will develop and share agendas, facilitate discussions, and manage decision-making processes.
● Develop and work with the Steering Committee, ensuring that committees and efforts are well organized and productive.

Program & Partnerships:
● Develop and lead in the implementation of a detailed plan for the project, including a budget, timeline, staffing needs, etc.
● Identify resource needs for the coalition, as well as manage and help to monitor funding and grant-related tasks as directed by the Steering Committee.
● Help to manage existing partnerships and expand new ones. The project aims to be radically inclusive, which will mean this will be a key function for the Project Director.

Attributes, Experience & Qualifications:
● **Strong racial equity analysis, skills, and practice:** You consistently integrate a deep understanding of key racial equity concepts into work projects and interactions by addressing structural implications and disproportionate impacts of policies, activities, and decisions on race, class, and other group identities within the context of job responsibilities and projects.
● **Self-initiative and advanced project management skills:** You are self-directed and thrive in dynamic and ambiguous environments. You can delegate effectively, manage multiple priorities, organize a large volume of work, and keep it flowing through the pipeline. You are tenacious and proactive with the ability to get things done.
● **Excellent relationship-building skills:** You are able to build positive, enduring relationships with people from a wide variety of backgrounds and organizations and leverage those relationships in service of organizational goals.
● **Ability to communicate and collaborate virtually:** You are efficient and comfortable with Google Suite, responsive via email, and willing to participate in virtual meetings as needed.
● A minimum of seven years of issue advocacy or electoral campaign management experience.
● Mission-aligned with a commitment to a new, bold vision for immigrants and immigration policies, built from the ground up by impacted communities.
● Experience with campaign budgeting, evaluation, supervision, and metrics-driven planning and assessment.
● Familiarity building, leading, and working within coalitions and ability to handle the shifting contexts and nuances that coalition work entails.
● Experience facilitating in-person, phone, and video meetings.
● Experience supervising staff.
● Ability to work independently as well as within a team.
● Ability to simultaneously handle multiple tasks, work efficiently and quickly, and meet deadlines, while remaining composed under pressure.
● Willingness and capacity to travel.
● Commitment to work collaboratively and respectfully toward building consensus and resolving obstacles and/or conflicts.
● Entrepreneurial, creative, and able to anticipate problems before they arise.

Application Process
In lieu of a cover letter, please respond to these short-answer questions:

1. Why are you excited about leading the work of the MTJ project?
2. What experience do you have with developing the vision, strategy, and implementation plan for issue advocacy or for an organization or within a movement?
3. What experience do you have with stewarding the work of a national coalition?
4. What experience do you have engaging with membership-based groups and directly impacted communities to ensure that their voices are represented in every aspect of a project or campaign?
5. Is there anything else you would like to share with us? (optional)

Please send your responses and your resume to jobs@movingtowardjustice.org with your FIRST and LAST NAME - MTJ Project Director in the subject line. *Please note: Submissions received without the required submission format will not be reviewed.

Equal Opportunity
MTJ is fiscally sponsored by NEO Philanthropy, a national public charity that is committed to building strong social justice movements. MTJ is firmly committed to complying with all federal, state, and local equal opportunity (“EEO”) laws. MTJ strictly prohibits discrimination against any employee or applicant for employment because of the individual’s race, color, sex, religion, national origin, age, sexual orientation, height or weight, disability, gender identity or expression, medical condition, including acquired immune deficiency syndrome (AIDS) or AIDS-related conditions, marital status, partnership status, genetic predisposition or carrier status, military status, arrest record and any other characteristic protected by law. Reasonable accommodations will be made so that qualified disabled applicants may participate in the application process. While performing the responsibilities of the job, reasonable accommodations will be made to enable people with disabilities to perform the essential functions of the job.