

CENSUS COUNTS CAMPAIGN

AN INDEPENDENT COLLABORATIVE PROMOTING A FAIR AND ACCURATE CENSUS

JOB Announcement

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Campaign Manager

The Census Counts Campaign is a newly formed collaborative to ensure the upcoming 2020 decennial census is fair and accurate and that the American Community Survey remains a source of comprehensive and accurate information. The census is a vital part of our democracy: it is used for reapportioning congressional seats; distributing hundreds of billions in annual federal funds; identifying the need and location for schools, hospitals, and other local services; informing business decisions across the country; and much more.

The Campaign Manager will oversee a new multifaceted advocacy campaign to ensure a fair and accurate census. The campaign will work to ensure adequate funding for the census and prevent harmful policies; educate policymakers at the federal, state, and local levels; and employ strategic communications to educate the public about the policy improvements necessary for a fair and accurate census.

The Campaign Manager will launch and provide day-to-day management of the census campaign in an up-tempo policymaking, advocacy and media-savvy environment. The Campaign Manager will be responsible for ensuring the campaign's goals and objectives are met in the implementation of policies and programs. The Campaign Manager will also provide strategic support and direct resources to campaign initiatives and related census programs.

Since this campaign is new, the Campaign Manager will assist in creating the campaign's structure with a goal of ensuring a diversity of views and political perspectives are represented. The expectation is that the campaign will be chaired by four leaders from different sectors (e.g., business, civil rights, elected officials, think tanks) with a broad coalition of organizations representing differing ideological viewpoints. The Campaign Manager will work closely with the Campaign Co-chairs, seeking their guidance and input, and be housed at The Leadership Conference on Civil and Human Rights.

RESPONSIBILITIES:

Administration

- Acts as the chief manager of the campaign.
- Supports the Campaign Co-Chairs in setting, clarifying, and evaluating goals and objectives.
- Assists the Campaign Co-Chairs in developing strategic short and long-term plans.
- Ensures that the campaign is being managed in accordance with best practices; submits related written monthly updates and other reports as requested by the Co-Chairs or funders.
- Ensures compliance with all government and fund requirements and other administrative, fiscal, and legal responsibilities.

Program Management

- Operates programs in accordance with best practices and in compliance with all contractual obligations, as well as local and federal laws.
- Has prime responsibility for helping to build out and maintain the structure of the census campaign.
- In coordination with census stakeholders, meets with Members of Congress, congressional staff, and executive branch personnel to advocate for a fair and accurate census.
- Actively engages others involved in the campaign to advocate for a fair and accurate census.
- Builds and manages a diverse coalition of partners from different sectors who support a fair and accurate census.
- Coordinates advocacy actions from local, state, and national organizations to maximize impact.
- Seeks new program opportunities and develops them as appropriate.
- Measures production and ensures that performance goals are set and achieved.
- Provides leadership for campaign planning process.

Coordination Management

- Coordinates with others working on census issues with goals of maximizing use of research, communications, and outreach.

Community and Public Relations

- Represents the campaign and communicates about the program to the broader community of interested organizations and individuals.
- Effectively liaisons with partners and other relevant organizations and institutions.
- Represents the point of view of the program and the organization to agencies, organizations, and the general public.

Professional Development

- Establishes and articulates a vision for the campaign; maintains and utilizes a working knowledge of significant developments and trends in the field.

QUALIFICATIONS and REQUIREMENTS:

- At least 7 years or more in public policy, management, and the organization of advocacy campaign
- Demonstrated coalition experience
- Strong interpersonal, planning, coordinating, and managerial skills
- A commitment to a fair and accurate census
- A desire and ability to work with diverse groups of people and a range of census stakeholder sectors
- The ability to manage a complex workload and work under tight deadlines
- The ability to work independently, and as part of teams, and organize time efficiently

- A high level of personal energy, dependability, and commitment
- Strong writing skills

Salary and Benefits

This is a senior-level position with a salary commensurate with experience.

To Apply:

Interested persons should apply by no later than September 22, 2017 to the address below and include the following:

- a resume of up to 2 pages in length
- cover letter expressing interest and summarizing qualifications
- one writing sample (preferably advocacy-oriented)

The Leadership Conference on Civil and Human Rights

1620 L Street NW, Suite 1100

Washington, DC 20036

ATTENTION: Campaign Manager-Census

or

personnel@civilrights.org with “Campaign Manager-Census” in the subject line

We are not able to handle telephone inquiries.

Qualified applicants will receive EEO consideration for this position without regard to status protected by applicable federal, state, or local law.