

The Leadership Conference on Civil and Human Rights

The Leadership Conference Education Fund

Regional Field Manager – Justice System Reform

The Leadership Conference on Civil and Human Rights is a coalition charged by its diverse membership to promote and protect the rights of all persons in the United States. The Leadership Conference has coordinated national lobbying efforts on behalf of every major civil rights law since 1957. For more information on The Leadership Conference and its 200-plus member organizations, visit www.civilrights.org.

The Leadership Conference Education Fund builds public will for federal, state, and local policies that promote and protect the civil and human rights of all persons in the United States. The Education Fund's campaigns inform, educate, empower and mobilize leaders and advocates around the country to push for progressive change in the United States.

The Leadership Conference on Civil and Human Rights and The Leadership Conference Education Fund seek a **Regional Field Manager** for our **Justice System Reform** work. The Regional Field Manager is a project management position within the department of Field & Member Services and is based in Washington D.C. This position will be responsible for serving in a key capacity in the management of issue-based field programming, strategy development, and a variety of related capacity building initiatives within the department of Field & Member Services. The Regional Field Manager will also be responsible for working with a team to implement several national field strategies that will ensure that The Leadership Conference engages all coalition members with a field capacity, while building support for civil and human rights at the federal level.

Duties and Responsibilities:

- Serves on internal issue-based team focused on justice system reform, provides organizing and grassroots engagement perspective, develops organizing strategies and action plans, and executes proposed tactics and activities that are designed to build public will for promoting and protecting civil and human rights in the justice system.
- Conducts targeted outreach to coalition field staff as well as state and local leaders with the goal of creating long-lasting relationships.
- Develops and implements coalition field strategies that complement and leverage our advocacy on justice system reform issues at the federal and state levels.
- Coordinates with state coalition(s), partner organizations and organizers around work related to agreed-upon tactics, activities, and rapid response needs.
- Plans, manages, and maintains effective technical support for state-based partners and members of the coalition in their efforts to activate the grassroots and for partner organizations as they implement grassroots campaigns.

Reports to: The position reports to the Field Director.

Education and Experience:

- A Bachelor's Degree
- At least 3 years of field/grassroots experience that is focused on organizing and outreach.
- Experience incorporating digital organizing into grassroots and grassroots engagement work
- A commitment to civil and human rights.
- The desire and ability to work with diverse groups of people.
- The ability to manage multiple and complex tasks with an ever-changing workload.
- Proficiency in Microsoft applications.
- Has worked on at least one issue, advocacy, or election campaign ideally focused on justice system reform.
- Experience with a database for tracking goals and relationship management

Salary and Benefits:

This is a full-time position with a competitive salary and excellent benefits.

To Apply:

To apply, e-mail resume, cover letter detailing your fit with the position's responsibilities, and salary requirements to: personnel@civilrights.org with **Regional Field Manager- Justice System Reform** in the subject line. Only applications submitted by email will be considered. We are looking to fill this position immediately. **Applications will be accepted on a rolling basis.**

The Leadership Conference and The Education Fund provide equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, sexual expression and identity, veteran status, national origin, age or disability.