



## **LEAD ORGANIZER JOB DESCRIPTION**

The North Bay Organizing Project (NBOP) is a grassroots, multiracial, and multi-issue organization comprised of twenty faith, environmental, labor, student and community-based organizations in Sonoma County. We are a power organization that fosters leadership in our community. It defines us.

**STATEMENT OF VALUES:** NBOP is the preeminent social justice organization in the North Bay region and leads coalition work as a core value of building grassroots power. Our work is situated in a suburban/rural county adjacent to an urban core (San Francisco) with accelerated rates of climate change impacts including wildfires and floods and in the context of one of the highest costs of living in the country.

Through community organizing, mutual aid and civic engagement, NBOP amplifies the knowledge of immigrants, Latine youth, LGBTQIA+ folks, and working class people to change the political and economic structures that keep people poor and oppressed.

We unite organizations committed to base building in frontline communities and train leaders to more effectively engage in the democratic process to develop ownership over our collective future. Our goal is to move Sonoma County, California, and the nation toward an economy that is rooted in our shared values, the principles of a Just Transition.

**POSITION SUMMARY:** The Lead Organizer is responsible for building a powerful and recognized institutionally-based organization with a team of talented and courageous staff, clergy and community leaders from community organizations in the region. The Lead Organizer engages in strategic planning, convenes the twenty-member Leadership Council and assumes responsibility for the organizing work of NBOP, including developing and training an effective team of organizers. This position works closely with the Executive Director to strategically plan and catalyze a vision of liberation and justice for the organization, staff, and the community.

The ideal candidate is an effective and experienced organizer with supervisory experience, able to work with cultural awareness and class consciousness to deconstruct capitalist working conditions and manufactured urgency. This position works as a part of a values-based family of organizers. We actively seek feminist perspectives, folks skilled in non-violent communication and transformative justice.

**TITLE:** Lead Organizer

**HOURS:** Full Time, exempt position. Some irregular hours are required, including evenings and weekends.

**REPORTS TO:** Executive Director

**LOCATION:** The position is based in Sonoma County, California with in-person office and field work. Applicants must be able and willing to travel for work

**SALARY:** \$85,000-\$105,000/year depending on experience and qualifications.

### ***Areas of Responsibility***

#### **Organizational Leadership**

- As a member of the Executive Director's core team, help set the strategic direction for the organization
- Support organization-wide activities as needed such as fundraising, events, etc.
- Cultivate relationships with labor, community, and political allies
- Support funder cultivation, write grant proposals and reports, and help set fundraising goals for the organization

### **Staff Supervision and Coaching**

- Support coordinating, recruiting, onboarding new staff
- Supervise and oversee the development and training of 6 organizing staff including staff deployment/balancing workloads; coaching; thought partnership; support in maintaining employee personnel files; weekly meetings; work plans; calendaring; and annual reviews
- Ensure organizing staff meet fundraising requirements

### **Base Building, Issues Campaigns and Civic Engagement**

- With the Executive Director, lead organizational base-building strategy, leadership training, and organizational infrastructure for scaling impact
- Build a powerful grassroots membership and leadership base of students and adults representing working class and systems impacted communities
- Represent NBOP in local, statewide, and national coalition spaces for base building, civic engagement, power building, and other organizing sectors
- Identify, develop, and supervise issue campaigns that build leadership; build the organization; are winnable; challenge leaders to work collectively; and are tied to a bigger picture of a just transition
- Provide leadership and strategy for all campaigns including direct actions, phone banks, canvasses, and mobilizations
- Design and implement civic engagement field programs in coordination with member organizations
- Ensure the analysis of data and field program results to track progress in voter contact and evaluate effectiveness of scripts and field program methodology
- Leverage innovative voter contact tools and integrate them into the field plan
- Develop and manage campaign & program budgets
- Engage in continuous research and reflection on policies that intersect with issues campaigns

### **Leadership Council**

- With the board president, co-facilitate monthly Leadership Council meetings
- With the board president, plan and implement twice a year Leadership Council retreats to advance leadership training and develop the annual strategic plan
- Supervise staff as liaisons for all 20 member organizations including advancing core team development
- Involve institutional members and leaders in local fundraising strategies by positioning leaders to join the fundraising committee
- Organize a successful public event each year that expands membership, structures the organization, affirms an action agenda and provides major recognition for the organization
- Develop annual training plan for the Leadership Council as a result of the strategic planning process

- Oversee the committees of the Leadership Council including the Religious Leaders Caucus, committee on Palestine and Fundraising committee

### **Work Environment/Physical Demands**

- Must own a car and be able to drive
- Able to work on a computer, including sitting at a desk, for extended periods of time with or without reasonable accommodation
- Manual dexterity to operate a keyboard
- Able to understand and follow oral and written instructions
- Able to occasionally lift objects weighing up to 10 pounds

**Benefits:** NBOP is committed to non-extractive labor practices by providing a robust benefits package and continuously soliciting feedback to better support staff needs.

- **Health benefits:** NBOP pays 100% of employee's medical, dental, and vision insurance and reimburses for out of network mental health expenses
- **Supplemental wellness benefits:** \$150/month
- **Parental leave:** 4 months paid leave at full salary + 1 month 30 hours/week at full salary
- **Childcare reimbursement:** \$350/month
- **Cell phone stipend:** \$40/month
- **Gas reimbursements:** for travel within Sonoma County
- **Professional development:** \$2000/year
- **Vacation:** three weeks during first two years of employment, then four weeks per year
- **Paid time off:** Two week winter holiday office closure and 12 paid holidays per year
- **Annual Cost of Living Adjustment**
- **Relocation bonus:** \$3000

**To Apply:** Applications received by Friday September 6, 2024 will be given priority. Please send a cover letter, resume, and at least three professional references, including a reference from a leader you have developed, to Amber Szoboszlai, Finance and Technology Director at [ambo@northbayop.org](mailto:ambo@northbayop.org).

### **Equal Employment Opportunity**

NBOP is committed to attracting, developing and retaining exceptional people, and to creating a work environment that is dynamic, rewarding and that enables each of us to realize our potential. Our work environment is respectful of the full spectrum of races, ethnicities, national origins, ages, sexual orientations, gender identities, beliefs, religions, faiths and ideologies, cultures, socio-economic backgrounds and levels of physical ability. NBOP is an equal opportunity employer that does not discriminate on the basis of race, religion, gender, nationality, ethnicity, sexual orientation, or any other prohibited category.

