

JOB: DEPUTY DIRECTOR**DEADLINE: JULY 13, 2018****LOCATION: NEW ORLEANS, LOUISIANA****ORGANIZATION**

The Power Coalition for Equity and Justice (PCEJ) is a statewide civic engagement table in Louisiana that works to shift power back to the people, fights policies that hurt Louisiana's families, and increases voter participation by building support structures for community activism. PCEJ aims to make the state of Louisiana a case study for how to end poverty through innovative policy, civic engagement, and adequate resources. We bring the voices of our constituents to the forefront to create hope for communities by lifting up a vision of equity, voice and power. Our support of community-driven activism and grassroots leadership development empowers citizens to address classism, racism, and other marginalization in their own lives and communities instead of having their voices ignored in the traditional, top-down structures of power.

POSITION OVERVIEW

This is an outstanding opportunity for a highly motivated, extremely organized individual to join a mission-driven team. The organization is in a period of growth and seeking to expand its team. The Deputy Director position is a newly created senior management-level position designed to provide direct support to the Executive Director and manage the day-to-day operations of the PCEJ. The person selected for this position will be a trusted counsel working alongside the Executive Director (ED) to support the strategic vision of PCEJ through the effective management of PCEJ programs. The ideal candidate will bring a commitment to PCEJ's mission, knowledge of Louisiana's nonprofit and political landscape, and a demonstrated track record of project management and staff leadership experience.

SPECIFIC RESPONSIBILITIES**Operations**

- Work closely with ED's Program Assistant to remain apprised of/schedule upcoming ED's commitments
- Manage and provide oversight to the staff members of PCEJ and external consultants
- Oversee payroll and Human Resources responsibilities
- Create the tools and promote a culture of measurement, learning, and improvement, including staff development and performance evaluation responsibilities
- Play key role in fund development, and in review of organizational financials and related administration issues
- Manage the financial and outcome/deliverable reporting for PCEJ in support of fund development and program evaluation objectives
- Plan and facilitate regular meetings for staff and senior leadership
- Participate in organizational evaluations to identify new strategies for growth and improvement
- Engage in coalition-building in support of programmatic development
- Prepare budget requests for assigned projects and track and manage project/initiative budgets and expenditures.

Leadership

- Manage PCEJ's inventory of programs, including task delegation, staff management, programmatic evaluation, and progress reporting to the ED
- Work with appropriate stakeholders, including outside parties, to further the mission of the PCEJ
- Develop meeting backgrounder portfolios for ED
- Attend meetings as an official representative of PCEJ, capturing major takeaways and ensuring follow-up

Communication

- Work with PCEJ team to align their actions and communications in support of agreed upon goals. The Deputy Director's role will be to work with all team members to ensure that the ED's needs are conveyed, that progress is being made in a timely manner, and that any demands on ED's schedule are understood and agreed upon. The Deputy Director will also work to ensure the team's needs are conveyed to the ED for consideration.
- Periodic testimony in front of the Louisiana State Legislature on legislative initiatives and advocacy
- Apprise the ED of project status and variations from schedule or scope
- Create inventory of upcoming communication "events"—including articles, columns, speeches, panel discussions, etc.
- Create, maintain and leverage a relationship mapping of the ED's and PCEJ's key external relationships and their respective interconnectivity.
- Prepare follow up correspondence for internal and external meetings, as directed by the ED.
- Conduct fact-checks for all communications.
- Present timely work-in-progress updates to the ED on the status of the communication materials mentioned above.
- Ensure Marketing & Communications Director follows-up with appropriate communication materials
- The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

ESSENTIAL SKILLS & ABILITIES

- Strong administrative and organizational skills to implement and oversee complex multi-site projects; seasoned judgment, compelling communication skills and sound interpersonal diplomacy to collaborate with a broad range of partners; and the proven ability to work effectively both independently and as part of a diverse interdisciplinary team.
- Action Oriented—enjoys working hard and looks for challenges; able to act and react as necessary, even if limited information is available; not afraid to take charge of a situation; can overcome resistance to leadership and take unpopular stands when necessary
- Leadership and Organization—exceptional capacity for managing and leading people; a team builder; ability to connect staff both on an individual level and in large groups; capacity to enforce accountability, develop and empower team from

- the bottom up, lead from the top down, and learn the strengths and weaknesses of the team so as to put people in a position to succeed
- Exceptional writing, public speaking and presentation and facilitation skills, including experience presenting complex subject matter to non-expert audiences and experience presenting strategic and complex information to high-level decision makers.
 - Experience crossing boundaries of race, class, ethnic origin and personal philosophy and the capacity to work effectively with a broad range of constituencies.
 - Strong analytical skills and ability to gather and synthesize from quantitative analysis and qualitative interviews to identify systemic challenges, distill themes and build narratives.

QUALIFICATIONS

- Mission-driven; passionate about PCEJ's vision and constituencies
- MBA, JD or MPP preferred. Minimum of 5 years work experience required
- Applicable/transferable experience: private sector roles in law, business strategy or consulting; public sector policy roles; campaign aides/strategist
- Unquestionable personal code of ethics, integrity, trust
- Respect for diversity and teamwork
- Market research experience a plus

PHYSICAL DEMANDS/WORKPLACE ENVIRONMENT

The work is performed primarily in an office setting with up to 50% statewide travel required.

COMPENSATION

This is an exempt position. Starting salary is commensurate with experience and earnings history. Full benefits package provided.

TO APPLY

Submit cover letter, resume, and writing sample to PCEJHires@gmail.com no later than July 13, 2018.