

COMMUNITY RENEWAL SOCIETY

JOB POSTING

Classification: Exempt
Job Title: Manager Policy & Organizing
Department: Organizing & Policy
Reports To: Executive Director
Prepared Date: June 2023
Salary Range: \$60,000 - \$65,000

Who We Are

We are a faith-based organization that strives to achieve its vision of a just community in which racism and poverty no longer limit people's full participation in society through working with a powerful organizing and policy advocacy network and by publishing a highly-regarded investigative journal on matters of social justice. Founded in 1882, the organization, organizes and trains both communities and individuals to advocate for social and economic justice. We envision a community where all God's children flourish and live in dignity.

What We Will Bring

We are consistently exploring new approaches to achieve racial equity and social justice. We seek to create an environment that gives our people the opportunity to live out their passion for justice and build new capabilities, while discovering their genius.

You will identify, develop and adeptly use online organizing and political tools as well as old school stuff like video conference calls and just getting one-on-one on the phone when needed.

The health & wellness, retirement benefits and paid time off we offer are generous and what we would encourage any organization to offer their employees. Come be a part of our team – you'll work with great people!

About This Position

The Manager of Policy and Organizing leads the Policy and Organizing teams in developing and implementing the organization's agenda in coordination with the work of community leaders and congregations. The Manager of Policy and Organizing does direct lobbying on one or more specific policy initiatives and staffs one or more issue teams and/or community campaigns. The Manager of Policy and Organizing is a member of the senior leadership team and reports to the Executive Director. They will supervise and evaluate the work of the policy and organizing team members, interns and volunteers providing coaching and leadership development.

What You Will Bring

Campaign and Issue Agenda

- Lead coordinated efforts with Policy and Organizing staff, congregations and community leaders to explore community problems, research potential solutions, develop policy proposals, and identify coalition partners and community allies.
- Build and develop the strategy for all aspects of issue campaigns, events and actions and mobilize member congregations to participate.
- Lead and direct participation in coalitions and working groups, while developing strategic partnerships in conjunction with various issue campaigns. Work with staff collaboratively to develop operational plans for each legislative campaign.
- Educate members of the Illinois General Assembly on the social justice and human rights priority issues of CRS' platforms.
- Coordinate with Communications, Policy and Organizing units to create content for online media, write timely blogs on current issues, organize educational forums, speak at news conferences, and testify at legislative and/or public hearings. Oversee the development of materials that advance CRS initiatives.
- Evaluate the effectiveness of actions and strategies with organizing staff and leaders and coach them in adjustments as needed.
- Serve as a member of the CRS Leadership Team, contributing to an overall climate of mutual support among program units, vision casting for the organization, problem solving, and opportunities for cooperation across departmental lines;

Membership

- Develop plans to engage and increase the number of member congregations, including a leadership training strategy and strategic growth plan to build power in targeted legislative districts.
- Identify, train, mentor and maintain relationships with leaders in new and existing member congregations
- Lead the development of a Faith in Action Team in each congregation
- Assure that all member congregations pay membership dues and are up to date
- Co-lead the planning and coordination of major CRS outreach and events including, but not limited to its Annual Membership Assembly, MLK, Juneteenth and Pride.

Training

- Oversee and serve as lead trainer for CRS Organizer Training curriculums and Congregational Justice Training.
- Evaluate and update CRS trainings on an as needed basis for relevance, effectiveness, and efficiency.
- Participate in and organize other trainings for congregations and community partners on an as needed basis.

Administration and Fundraising

- Work with the Development & Communications department to oversee effective internal and external communications on all issues and campaigns.
- Advise the Development & Communications Department on the status of current and prospective issue campaigns, including quantitative and qualitative evaluation, to develop funding appeals and reports to various individuals and organizations.
- Advise Finance & Accounting on budgetary needs for campaigns.
- Develop an annual program plan, with assistance from Finance & Accounting and monitor outcomes on an ongoing basis.

Leadership

- Serve as a member of the CRS Leadership Team, contributing to an overall climate of mutual support among program units, vision casting for the organization, problem solving, and opportunities for cooperation across departmental lines.
- Attend and staff various committees at CRS on an as needed basis.
- Board and committee meetings as needed at the behest of the Executive Director.
- Represent the work of Civic Action to CRS staff, via leadership team meetings or other events as needed.
- Other duties may be assigned as needed in relation to the department or the organization.

We'd Love to See

- Master's degree or equivalent in public policy, community development, legal, theology, or related field.
- A minimum of 5-7 years of experience in public policy advocacy and knowledge of the politics of the City of Chicago, Cook County, and State of Illinois, particularly at the state level.
- A minimum of 3-5 years of experience in program management, budget development, staff supervision, performance evaluation, impact measurement.
- A minimum of 3-5 years of supervisory experience.
- Commitment to the faith-based tradition and work of CRS, social justice issues and social change.
- Capacity for communication and relationship-building with clergy, congregational members, community leaders, and the general public on matters of justice and faith.
- Experience with and/or knowledge of grassroots community organizing, digital organizing and decision-making practices, including demonstrated ability to interact comfortably and competently with people from diverse racial, social, economic, and education backgrounds.
- Experience with and/or knowledge of policy issues emerging from realities of race and poverty (e.g., progressive tax policy, education funding reform, criminal justice, restorative justice, work force development, affordable housing, and police accountability).
- Excellent written and oral communication skills essential, along with research capacity and theological reflection.

Impact You'll Make

- Create social change on issues of race and poverty.
- Shape public awareness and advocacy at intersection of faith and social justice.
- Empower people directly impacted by systemic and structural racism.

For Consideration

- Email to eonly@communityrenewalsociety.org
 - Cover letter clearly articulating why you're interested in this opportunity.
 - Most recent resume.
 - Three professional references including their email addresses.

PLEASE NO CALLS OR SEARCH FIRMS

JOB DESCRIPTION *the legal stuff*

CERTIFICATES, LICENSES AND REGISTRATIONS

None are required

LANGUAGE SKILLS

Must be able to speak, read and write English with high proficiency. Bilingual in English and Spanish is a plus.

COMPUTER SKILLS

Must be proficient in MS programs (Word, Excel, PowerPoint) and able to quickly learn and adapt to different online organizing tools and databases.

MATHEMATICAL SKILLS

Basic mathematical skills required.

PHYSICAL DEMANDS

Work may require walking or standing to a significant degree, including ascending and descending stairs. Work requires expressing or exchanging ideas by means of the spoken word, including imparting oral information to constituents, co-workers and the public. Work requires the ability to be able to hear and receive detailed information through oral communication. Work requires vision approximating 20/20 either naturally or through correction with lenses and a reasonable field of vision.

WORK ENVIRONMENT

Work environment includes occasional exposure to weather. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

POSITION TYPE AND EXPECTED HOURS OF WORK

This is a full-time position, and hours of work vary with a minimum of 35 hours worked per week. The schedule will include working nights and weekends as needed.

TRAVEL

Work will require frequent local and in-state travel. Employees must have daily access to a vehicle to meet the duties of the position. Employees must also have a valid driver's license and automobile insurance.

EEO STATEMENT

Community Renewal Society provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, CRS complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

CRS expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of CRS's employees to perform their job duties may result in discipline up to and including discharge.

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employees for this job. Duties and activities may change at any time with or without notice.

HOW TO APPLY

For consideration, please submit **current resume**, with **cover letter** outlining the reason for your interest in this position with Community Renewal Society along with **three professional references** to eonly@communityrenewalsociety.org . No telephone calls or recruiters, please.