

Partners In Democracy

Organizing Manager - Job Description

Who We Are

Partners In Democracy (PID), a 501c4, is a start-up organization, founded in 2022, by Danielle Allen, democracy advocate and former gubernatorial candidate in Massachusetts. Its mission is to renovate the institutions of our democracy at the state and local level to achieve full inclusion, responsiveness, and resilience, and in so doing to achieve justice by means of democracy.

The Role

The newly hired Organizing Manager will manage the outreach, planning, and execution of our community discussion sessions to understand the communities' felt needs and build an activated team of democracy renovators. The Organizing Manager oversees a team of community organizers and volunteers and reports to the Managing Partner of Deliberations, Education, and Volunteer Engagement. This at-will position will be renewed annually based on strategic needs and funding availability.

What You'll Do

- Identify community organizations across the state to build an inclusive and representative landscape of the Massachusetts population
- Aid in the development and implementation of PID's organizing program
- Build strong relationships with community organizations across the state and partner to schedule community discussions(deliberations) with their members
- Coordinate the logistics and content for each deliberative session and revise in an iterative process
- Lead run of show at each deliberative session
- Recruit, train, and manage volunteer facilitators, volunteer leaders, and super volunteers
- Analyze quantitative and qualitative data collected from sessions to identify community priorities

Keys to Success

All successful candidates for roles with Partners In Democracy will possess the

following:

- Strong familiarity with and commitment to DEI principles
- Commitment to lifting up the perspectives and priorities of the communities we aim to reach
- Keenly aware of how systems and processes can be built and revised to advance democratic equality and healthy democracy
- Openness to feedback and understanding that good ideas can come from anyone

Successful candidates for the Organizing Manager role will also possess the following:

- A track record of building and maintaining strong relationships and partnerships
- Experience recruiting, training, and managing a team of volunteers
- Experience in advocacy, civic engagement, or structural democracy reform in Massachusetts
- Experience working in historically marginalized communities across Massachusetts
- Excellent organizational skills with the ability to prioritize work in an environment with multiple and conflicting interests
- Exceptional interpersonal and communication skills
- Ability to work independently with minimal supervision
- Ability to handle complex and confidential information with discretion
- Competency using a variety of computer programs

If you believe that you qualify for at least 70% of this job description we encourage you to apply. We know that [imposter syndrome](#) and the [confidence gap](#) can prevent strong candidates from applying to a job unless they see themselves as a 100% fit. We would love to hear from you.

Important Details

This role will be based in Massachusetts. We work remotely, but travel around the state will be required regularly. Due to the nature of organizing, evenings and weekend hours will be required occasionally. Work-life balance is important to us and schedules will be adjusted accordingly.

This is a full-time position. The salary for this full-time position is \$84,000 per year.

This role is subject to a background check to the extent permitted by law.

EEO Statement

Our team is committed to equal employment opportunity (EEO). We will not discriminate against team members or applicants for employment on any legally-recognized basis ["protected class"] including, but not limited to: race; color; religion; genetic information; national origin; sex; pregnancy, childbirth, or related medical conditions; sexual orientation, gender identity and/or expression, age; disability; citizenship status; uniform service member status; or any other protected class under federal, state, or local law.

To apply

Please submit your resume, cover letter, and 2-3 professional references to team@partnersindemocracy.us.