

Employment Opportunity

Equal Pay Today! Campaign Manager



Campaign Background

The Equal Pay Today! Campaign (EPT), a project of Tides Center, is a collaboration of 17 national, regional and state-based women's legal advocacy and grass roots organizations that have come together to raise awareness and activate a power base to achieve equal pay policy reform for women. The Campaign will do so by (1) developing a strong base of partners to promote women's economic justice and galvanizing a new generation of activists through strategic national and multi-state messaging and opportunities to take action, and (2) pressing for state and national policy change through dedicated state advocacy projects and the development of tools and materials for advocates, including generating communications that illustrate the real impact of the wage gap on women and families, highlight business leaders making positive changes, and amplify state wins.

Position Summary

The Equal Pay Today! Campaign Manager will manage and raise funds to support a multi-state, multi-faceted national campaign to end the long-standing gender wage gap in this country, including the campaign's oversight of six state campaigns. If sufficient funds are raised, the position will potentially increase to full-time within the first year.

Essential Duties and Responsibilities

- Manage and coordinate implementation of the EPT! Campaign plan among state, regional, and national members as well as state projects and national strategies
- Contribute to the implementation and coordination of state and national strategies
- Support the work of the executive committee and standing committees of the EPT Campaign, focusing on policy mobilization and funding
- Develop and maintain relationships with allied organizations
- Develop a strong base of partners to promote women's economic justice and galvanize a new generation of activist
- Serve as the primary liaison with the fiscal sponsor in areas of financial, grant and human resources management
- Coordinate with the Campaign's development consultant and public engagement consultant
- Authorize all financial transactions in accordance with fiscal sponsor and funding guidelines and supervisor approval
- Develop budgets and track expenditures

- In collaboration with the Campaign's development consultant, develop and execute fundraising ideas and proposals to institutional and individual donors
- Sustain and build the Campaign, manage grants, prepare programmatic and financial reports for funders, and execute all related development functions
- Hire, supervise, evaluate, and manage project personnel
- Organize periodic conference calls and meetings of Campaign members and committees
- Travel domestically to attend meetings with funders and steering committee

Education and Experience:

- College degree or equivalent job-related experience required
- Demonstrated experience successfully managing a large or national multi-issue, multi-stakeholder campaign for a state based or national organization
- Demonstrated success in a fundraising capacity
- Experience with and knowledge of social justice, women's rights, and/or fair pay issues helpful

Knowledge, Skills & Abilities:

- Excellent verbal, written and visual communications, presentation
- Ability to motivate and influence others
- Demonstrated ability to develop creative public education and fundraising campaigns
- Strong and polished interpersonal skills; ability to build strong relationships and partnerships with a diverse audience
- Ability to manage and coordinate activities among groups of individuals who reside in multiple states across the country with minimal supervision
- Highly innovative and collaborative
- An understanding of, and proven experience in, engaging with and motivating the American public
- Self-motivated and self-managing
- Excellent attention to detail
- Organized and process-oriented
- Ability to deliver high quality work in dynamic organization under significant time pressures
- Strong analytical skills; ability to problem-solve issues quickly and effectively
- Ability to travel locally and nationally
- Demonstrated success in creating a real impact within a cross-cultural environment
- Ability to provide timely reports and maintain good records of operations
- Ability to be an effective liaison and representative for the organization
- Resourceful, patient, persistent and most importantly, passionate about equal pay for women

Compensation: Commensurate with experience and part-time status. The position will be filled immediately as part-time and potentially increase to full-time within the first year, funding permitting.

Job Location: Within the United States, potentially housed in the offices of a campaign member organization.

Application Instructions: Applications received and reviewed on a rolling basis with a deadline of August 14. Please send your resume, a cover letter expressing your interest in this position and describing your qualifications, and references to Icarillo@equalrights.org by August 23, 2015. Applications will be reviewed promptly in anticipation of a September 2015 start date.

Equal Employment Opportunity: Tides is an equal opportunity employer. We strongly encourage and seek applications from women, people of color, and bilingual and bicultural individuals, as well as members of the lesbian, gay, bisexual, and transgender communities. Applicants shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, disability, political affiliation, sexual orientation, gender identity, color, marital status, parental status or medical condition including acquired immune deficiency syndrome (AIDS) and AIDS-related conditions.

Applicants with Disabilities: Reasonable accommodation will be made so that qualified disabled applicants may participate in the application process. Please advise in writing of special needs at the time of application.