Member Organizer

Full-Time Position

ABOUT PROGRESS ALLIANCE

Progress Alliance of Washington’s mission is to build a permanent and powerful progressive movement in Washington State supported by a network of committed donors. Since 2006 we have granted over $12 million to organizations working to create lasting political change that reaches beyond any single election cycle or issue campaign.

Progress Alliance is working to rapidly grow the breadth and depth of our membership in order to meet the demands of this urgent political moment. We recognize that achieving a healthy, just place to live requires applying a number of lenses to our grantmaking and movement building work:

WINS: To make politics work for everyone, we need to elect progressive champions to office and be able to pass progressive policy through local councils, the legislature, and at the ballot.

NARRATIVE: To gain ground, we need all the actors in our movement telling our progressive story about a healthy democracy, the positive role of government, and an economy that works for all.

EQUITY: To achieve just outcomes in our communities, we must address the racial, class, generational, and gender biases that limit political engagement, representation and power.

GEOGRAPHY: To do our work effectively, our movement must engage communities and build power throughout Washington state, and beyond Western Washington.

Ultimately, we need all communities civically engaged—including people of color, young people, and women voting, participating fully and holding power in our movement—and decision makers championing progressive policies that help all Washingtonians thrive. It is Progress Alliance’s job to support a funding community that is organized and aligned behind this vision.

ABOUT THE POSITION

The Member Organizer is a new position that will work closely with the Deputy Director and our current four-person team to implement a broad set of activities and events intended to expand Progress Alliance’s membership and deepen member engagement. Progress Alliance members are a cross-class community of donors who care about winning progressive change. The Member Organizer serves as the front line for member engagement, working with members, the community, and political partners.

RESPONSIBILITIES INCLUDE

Member Recruitment (40%)

• With the Deputy Director, develop and maintain a pipeline of potential new members through one-on-one meetings, living room or workplace conversations and educational events. Our goal is membership growth of 50 new households per year.

• Identify event and partnership opportunities to expand PA’s membership to include more young people and families of color, particularly Black, Native, and Latinx households.

• Support leaders on the Member Stewardship Committee to recruit and engage their peers.
Member Engagement and Event Planning (30%)

• Assist with the planning and execution of activities for members that deepen political analysis, develop leadership and connect them to advocacy opportunities.
• Plan and execute all logistical aspects of between 15 and 25 PA events annually, including working with vendors and contractors to book spaces, A/V, catering, etc.
• Manage registration process and communication with event attendees.
• Lead logistics on Building Wins conference for ~200 participants every other year.
• Support event programs by speaking and creating materials, including PowerPoints and flyers.

Program Support (20%)

• Collaborate with the Program Director to manage internal programs and grant-making.
• Lead one or two projects. Projects are shared amongst all staff and specific assignments will depend on interest and experience. Projects may include: progressive narrative development, campaign tactics to reach new voters, or new grant investments to build civic power in communities of color and in communities outside Seattle (e.g. Vancouver, Yakima and Spokane).

Fundraising Support (10%)

• Manage donor acknowledgment process: prepare thank you notes and maintain donor records in CiviCRM database and Excel documents.
• Collaborate with the Operations Manager to design and coordinate a cohesive communications campaign to increase gifts through direct mail, online giving campaigns, and social media.
• Collaborate with the Deputy and Executive Directors on fundraising planning and strategic growth.

QUALIFICATIONS INCLUDE

• Community organizing, coalition-building, advocacy, campaign or political experience.
• Experience working with communities of color and grassroots organizations, with a nuanced understanding of systems of oppression.
• Experience with CiviCRM or equivalent donor management system preferred.
• A strong implementer who can prioritize and manage multiple work streams simultaneously.
• Flexibility and adaptability, able to shift styles to fit the needs of a wide range of cultures, people, and organizations.
• High emotional intelligence, able to easily develop deep, trusting relationships with diverse individuals from many different backgrounds.

COMPENSATION AND BENEFITS

Salary range: $45,000 to $57,000 based on experience or potential.

This is a full-time (40 hours/week), salaried position based in Seattle, WA. It requires occasional evening work (roughly 1-2 evenings per month).

Benefits: Flexible, family-friendly schedule, a creative and fun work environment, 100% employer-paid medical, dental and vision insurance, Orca card transit benefit, simple IRA with 3% employer matching, four weeks paid vacation and two weeks paid sick days in addition to 10 paid holidays.

Anticipated start date: Early September 2017

To apply: Please send a resume and cover letter by August 7th to jobs@washingtonprogress.org.

Please contact Esther Handy at esther@washingtonprogress.org with questions. Progress Alliance of Washington is an equal opportunity employer. People of color, LGBTQIA individuals, and women are strongly encouraged to apply.