



## JOB DESCRIPTION

### Director of Field

#### OVERALL ROLE

The Southeast Asia Resource Action Center (SEARAC) seeks a full-time Director of Field to lead our national campaigns, community engagement, and community mobilization strategies by securing national issue-area campaign wins through strategic community mobilization, engagement, and leadership development. SEARAC's major issues include education, health, immigration, and census.

The ideal candidate will have a proven ability to secure campaign wins of various types (e.g. ranging from community education to policy victories), and fostering engagement among diverse — and even competing — groups, ranging from policy-makers to local partners. He/she/they will have a combination of both strategic thinking and implementation skills, including experience developing and implementing long- and short-term campaigns, staff supervision, building and working in coalitions, and should also have a deep familiarity with the Southeast Asian American (SEAA) community. The Director of Field supervises our Training Manager as part of our DC-based Field Team. The individual reports to the Executive Director and is a member of the management team.

The position is located in SEARAC's Washington, DC, office.

#### ABOUT SEARAC

Founded in 1979, SEARAC is a national civil rights organization whose mission is to empower Cambodian, Laotian, and Vietnamese American communities to create a socially just and equitable society. As representatives of the largest refugee community ever resettled in the United States, SEARAC stands together with other refugee communities, communities of color, and social justice movements in pursuit of social equity.

We are a leading national advocacy voice on issues that deeply affect the Southeast Asian American community. Our advocacy is grounded in deep community engagement with community partners and individual advocates, as well as in solidarity with other communities of color and social justice movements.

#### MAJOR RESPONSIBILITIES

##### ***Visioning and Strategic Planning***

- In collaboration with SEARAC's Executive Director, develop both short- and long-range strategies for community engagement and mobilization.

### ***Campaign Management and Execution***

- Oversee and execute all national issue-area education and mobilization campaigns with goals ranging from increasing community awareness, to mobilizing community members for Census 2020, and increasing policy champions on SEARAC's policy priorities.
- Develop resources for community education and mobilization campaigns, for example, developing a new client-relationship-management system, mobilization tool kits, and issue-area explainers.
- Lead and collaborate on numerous coalition initiatives to advance SEARAC's policy priorities, ensuring that SEARAC's priorities remain an integral part of coalition work.

### ***Community Engagement***

- Lead the execution of SEARAC outreach activities (e.g. monthly community calls) to disseminate information to community members on a consistent basis.
- Work with Executive Director to strategically cultivate and maintain relationships with key partners.
- Represent SEARAC at conferences and prepare conference presentations.

### ***Building and Training Leaders***

- In collaboration with the Policy Team, lead the development of national and statewide training initiatives, including the annual Leadership & Advocacy Training program.

### ***Development, Operations, and Staff Management***

- Supervise at least one full-time staff, one intern, and one consultant.
- Work with the Executive Director to annually review staff performance and work plans.
- Oversee all field grants and work with Executive Director to modify budgets as needed.
- Work with Executive Director and Director of Communications and Development to identify, pursue, and develop strategies for program expansion/sustainability.
- Work with other SEARAC staff and board members in support of SEARAC's overall mission.

### ***Other***

- The Director of Field may have other duties as specified by the Executive Director.

### **EXPERIENCE/SKILLS REQUIRED**

- 7-10 years of experience in nonprofit management, ideally in grassroots public policy strategies at the national or state level, and experience with one of SEARAC's major policy areas (health, immigration, education, or boys & men of color) as they pertain to SEAs.
- Able to apply strategic, creative, and sound thinking, while being persistent, motivated, and energetic to produce results.
- Effective campaign management and execution including mobilizing community-based-organizations and individuals to impact policy change.
- Demonstrated ability to build relationships with diverse stakeholders ranging from policy makers to community partners. Ability to work effectively across diverse and marginalized communities, and to bring in allies from across diverse communities.
- Familiarity with the federal and state legislative process, experience communicating with policy makers, and ability to communicate complex policy issues to local communities and community-based organizations.
- Excellent organizational and project management skills with the ability to prioritize work appropriately and adapt easily to changing priorities.

- Management experience including human resources (supervising interns, staff, and/or consultants), financial and grant management (budgeting and project reporting), and strategic planning (setting annual and long-term goals).
- Superior verbal and written communication abilities.
- Group facilitation and training.
- Program planning, implementation, and evaluation.
- Ability to work both independently and as part of a team.
- Ability to travel on average once per quarter, and to work weekends as required.

#### EDUCATION

Advanced degree or equivalent in public policy or administration, social sciences, or other relevant fields. An equivalent combination of education and experience may be accepted as a satisfactory substitute for the specific education and experience listed above.

#### COMPENSATION

Competitive, plus a strong benefits package.

#### APPLICATION DEADLINE

Priority Deadline: February 25, 2019.

#### APPLICATION PROCESS

Those interested in this position may apply by submitting a letter of interest, a current resume, and a brief writing sample (no more than 3 pages). Electronic application packages are encouraged and should be sent in **PDF or MS Word format**. Please include “*Director of Field*” in the subject line of emails. Note: For positions where an internal candidate(s) exist, it is our policy to interview internal candidates prior to interviewing external candidates.

Please address all application materials to:  
Southeast Asia Resource Action Center (SEARAC)  
ATTN: Quyen Dinh, Executive Director  
1628 16th Street, NW | Washington, D.C. 20009  
E-mail: [application@searac.org](mailto:application@searac.org)