



JOB DESCRIPTION

Director of Field

OVERALL ROLE

The Southeast Asia Resource Action Center (SEARAC) seeks a dynamic full-time Director of Field to grow our field strategy by leading our intersectional leadership development, community engagement, and community mobilization strategies. These strategies aim to build, engage, and mobilize our base to affect policy change on SEARAC's issue-areas, including education, health, and immigration. SEARAC's base primarily comprises individuals and partner community-based-organizations.

The main responsibility of the Director of Field is to develop comprehensive action plans that integrate creative and ambitious approaches including community education, capacity building, phone banking, digital organizing, and direct organizing. The Director of Field oversees all aspects of campaigns and programs including management of staff, and the coordination and implementation of ongoing training, mobilization, and education initiatives.

The ideal candidate will have a combination of both strategy and execution skills with 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 policymakers to local partner organizations. The Director of Field needs to be highly organized, energetic, capable of motivating and managing staff and volunteers, and able to oversee large quantities of data.

The Director of Field supervises our Field Team, including a Field Manager and Training Manager. The individual reports to the Executive Director and is a member of the management team.

The candidate will ideally be based in Washington, DC, with remote consideration available for exceptional candidates.

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 leadership development, and community engagement and mobilization, including new civic engagement opportunities.

Campaign Management and Execution

- Oversee progress, coordination, and implementation of all campaigns ranging from issue-area education and mobilization campaigns to civic engagement initiatives with various goals (e.g. increasing community awareness, demonstrating community demand, educating policymakers, increasing voter education, and increasing Census mobilization).
- Integrate creative and ambitious community engagement, and community mobilization strategies including community education, phone banking, digital organizing, and direct organizing, in close collaboration with the Executive Director, and in consultation with the management team.
- Coordinate campaigns when there is no field staff.
- 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 field strategies.

Community Engagement

- Lead implementation of education strategy defined by listening, educating, and convening including SEARAC outreach activities (e.g. monthly community calls), convenings, and education materials development.
- Work with Executive Director to cultivate and maintain strategic relationships with key partners.
- Be deployed as SEARAC educator to educate and expand SEARAC's base in coordination with the field team.

Building and Training Leaders & Organizations

- Oversee development and growth of SEARAC's leadership programming integrating our annual and bi-annual leadership programs, ad-hoc trainings as requested by the community, and organizational capacity building in close collaboration and coordination with SEARAC's management team to coordinate across policy and field teams.

Development, Operations, and Staff Management

- Supervise two full-time staff, one intern, one consultant, and volunteers as-needed.
- Work with the Executive Director to review staff performance and work plans annually.
- Oversee all field budgets 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 field mobilization experience, ideally in grassroots advocacy at the national, state, or local level, and experience with one of SEARAC's major policy areas (health, immigration, or education) as they pertain to SEAs.

- Able to apply strategic, creative, and sound thinking, while being persistent, motivated, and energetic to produce results.
- 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.
- Effective campaign management and execution including mobilizing community-based-organizations and individuals to impact policy change.
- Excellent organizational and project management skills with the ability to prioritize work appropriately, and adapt to changing priorities.
- Ability to excel both independently and collaboratively.
- Verbal and written communication abilities with a focus on communicating complex policy issues with clarity that inspires action.

EXPERIENCE/SKILLS PREFERRED

- Familiarity with the federal and state legislative process, and experience communicating with policymakers.
- Experience working with and managing multiple types of data to inform strategy.
- 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).
- Group facilitation and training.
- 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: July 8, 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.

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
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