



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 is primarily comprised of 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, trainings and programming, capacity building, phone banking, and digital 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 policy makers 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 Program Manager and Campaign Manager. The individual reports to the Deputy Director and is a member of the management team.

SEARAC's office is headquartered in Washington, DC with a satellite office in Sacramento, CA. The candidate will ideally be based in Washington, DC -metro area, California, or Pennsylvania. Exceptional candidates will be considered in other locations.

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 (SEAA) 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 management team, 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 around COVID-19 vaccination, demonstrating community demand, educating policy makers, increasing voter education, and increasing mobilization).
- Integrate creative and ambitious community engagement, and community mobilization strategies including community education, phone banking, digital organizing, in close collaboration with the Deputy Director, and in consultation with the management team.
- Coordinate campaigns and special projects when there is no field staff.
- Manage the development of resources for community education and mobilization campaigns (e.g. client-relationship-management system, mobilization toolkits, and issue-area explainers).
- Lead and collaborate on numerous coalition initiatives to advance SEARAC's field strategies.

Community Engagement

- Manage the implementation of education strategy defined by listening, educating, and convening including SEARAC outreach activities, convenings, and education materials development.
- Work with Executive Director to strategically cultivate and maintain relationships with key partners.
- Be deployed as a SEARAC educator to educate and expand SEARAC's base in coordination with the field and policy teams.

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 Deputy Director to annually review staff performance and work plans.
- Oversee and reconcile all field budgets and work with Deputy Director and accountants 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 Deputy Director or 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 policy makers.
- 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 (upon office reopening in 2022), 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

Salary range \$70,000 - \$80,000 dependent upon experience. Strong benefits package including medical insurance, 403(b) retirement fund with match of up to 3% of an employee's annual salary, 10-week sabbatical leave upon completion of 5 years of employment, and 4 day / 32 hour work week.

APPLICATION DEADLINE

Priority deadline: July 11, 2021

Preferred start date: August 23, 2021

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)
1628 16th Street, NW | Washington, D.C. 20009
E-mail: application@searac.org