



## Children's Defense Fund-Minnesota Senior Organizer Job Description

Children's Defense Fund – Minnesota (CDF-MN), a nonprofit, child advocacy organization, seeks a highly skilled and dedicated individual for the full-time position of **Senior Organizer**. We are looking for a community-focused relationship builder to expand a network of community members to advance solutions that help children.

### Organization Background

The Children's Defense Fund Leave No Child Behind<sup>®</sup> mission is to ensure every child a Healthy Start, a *Head Start*, a *Fair Start*, a *Safe Start* and a *Moral Start* in life and successful passage to adulthood with the help of caring families and communities.

Children's Defense Fund-Minnesota (CDF-MN) is the only policy organization in the state to focus solely on the needs of children. CDF-MN pays particular attention to the needs of our most vulnerable children -- children of color and Native American children, children from low-income families and children with disabilities. We support all children through policy, advocacy, research, outreach and youth development. CDF-MN provides a strong, effective, and independent voice for all the children who cannot vote or speak for themselves. We champion policies and programs that lift children out of poverty, protect them from abuse and neglect, and ensure their access to health care, quality education, and a moral and spiritual foundation. We build the capacity of organizations and community members to best serve and advocate for low-income children as well as children of color and American Indian children.

### Position Overview:

Children's Defense Fund-Minnesota's (CDF-MN) Senior Organizer is responsible for establishing a network of activist, leaders, community member and parents for the organization and the broader child advocacy movement as a whole. This will be done through recruiting new supporters, engaging activists, building partnerships and developing new leaders who identify with the mission and vision of Children's Defense Fund-Minnesota. This individual also leads the execution of grassroots outreach plans to further the programmatic goals CDF—MN including of the Voices and Choices for Children coalition, engagement of Bridge to Benefits partners, support of the Born to Thrive Coalition, development of early childhood advocates, organizers and leaders. See program descriptions at our website at: [www.CDF-MN.org](http://www.CDF-MN.org)

### Responsibilities:

- Grow Children's Defense Fund-Minnesota's leadership base by 100+ individuals and 5 organizational partners per year
- Develop on-going leadership and growth within the base through trainings and the

- development of CDF-MN community organizing cohort
- Manage coalition relationships and organizational allies with particular attention being paid to Voices & Choices for Children and Bridge to Benefits partners
- Assist with the coalition development of Born to Thrive.
- Engage organizational allies, key stakeholders, community leaders, policy experts, elected officials, and public decision makers in concrete conversations about crucial issues impacting children and families
- In partnership with the Communications Director, grow and maintain presence in earned media and social media
- Organize large public meetings, community conversations, direct actions, community events, trainings, civic engagement visits, and other events as needed to accomplish various campaign and organizing goals
- Build and maintain outreach contacts in the organizational database
- Assist Development Director in prospecting new donors, drafting content for grant proposals, participating in site visits, maintaining relationships with foundations
- Assist with the annual Beat The Odds scholarship celebration and fundraiser
- Serve on CDF-MN Policy Team

**Qualifications:**

We're seeking candidates who excel in relationship-building, are results-oriented, are committed to leadership development and race and economic equity and have strong project management skills. The ideal candidate will possess the following:

- A bachelor's degree or comparable experience in the field
- At least four years of experience in community-based issue campaigns, public policy, community organizing, base building, leadership development, and community engagement
- Two years of experience managing, supporting, and energizing a committed group of staff and volunteers
- Demonstrated experience, accountability to and cultural fluency with communities of color, American Indian communities and under-resourced communities
- Ability to work in multi-cultural, multi-lingual, and multi-racial settings
- Strong written and verbal communication skills. Brings empathy, passion, and humor to the work
- Highly organized and efficient, able to multi-task and meet deadlines
- Experience and knowledge of New Media tools, including Facebook, Twitter, Instagram, petition vehicles, video production preferred
- A track record of developing and maintaining strong working relationships with and among stakeholders
- Excellent meeting and group dynamic facilitation skills
- Exhibit positive behavior and attitude; model a mature and professional demeanor; possess excellent written and verbal skills
- Ability to take initiative and manage a project including creating a work plan, identifying deliverables and meeting deadlines
- Willingness to travel to develop community support and oversee project activities
- Experience working on racial and economic equity issues
- A deep commitment to improving the lives of children as expressed in CDF's mission statement

### *Personal characteristics*

The Senior Organizer should demonstrate competence in the following:

- Creativity/Innovation: Develop new and unique ways to engage with community.
- Build Relationships: Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organization – must be able to work with people of all ages and backgrounds, skills and abilities.
- Communicate Effectively: Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques for multiple audiences.
- Foster Teamwork: Works cooperatively and effectively with others to set goals, resolve problem, and make decisions that enhance organizational effectiveness.
- Organize: Set priorities, develop a work schedule to monitor progress towards goals, and track details, data, information and activities.
- Understanding: Understand and appreciate the mission and work of CDF-MN and how public policy affects children and families.
- Plan: Determine strategies to move the organization forward, set goals, create and implement actions plans, and evaluate the process and results.
- Have fun: Bring a sense of inquisitiveness and humor as well as flexibility to the work.

To apply submit writing sample, cover letter and resume at: [www.childrensdefense.org/jobs](http://www.childrensdefense.org/jobs). We recommend using Firefox or Chrome when applying.

The Children's Defense Fund is an equal opportunity employer.