JOB ANNOUNCEMENT: Equitable Development Manager

APPLICATION DUE: July 28, 2019
Send resume and cover letter to jobs@pugetsoundsage.org; Subject: Equitable Development Manager

Puget Sound Sage is a dynamic regional organization dedicated to building power and reshaping the economy and urban environment for workers and communities. Our organization is committed to racial justice and connecting community and worker organizing to achieve quality jobs, affordable housing, shared prosperity, and climate justice. Puget Sound Sage is an organization accountable community based organizations, worker organizations, and faith institutions committed to base building and progressive organizing. We develop our policy priorities by working with our coalition partners to develop, advocate for and implement mindful, just and effective policies that move the needle towards racial and economic justice.

The Puget Sound Sage Equitable Development Manager will manage Sage’s Equitable Development program and campaigns, including the Graham Street Community Vision, Land for Justice Campaign, and Community Real Estate Learning Circle. The Equitable Development Manager is principally responsible for representing Sage externally through coalition building, advocacy, policy negotiations, and public events. The Equitable Development Manager is a senior staff position, plays a leadership role in the Equitable Development program, and supports the work and success of the organization as a whole.

Puget Sound Sage is committed to the personal and professional development of our staff and can increase staff responsibilities based on interest and professional growth.

Position title: Equitable Development Manager  
Position type: Salary, exempt
Reports to: Executive Director  
Location: Seattle, WA  
Target start date: Late August 2019

RESPONSIBILITIES

Program and Campaign Oversight (70%)
- Co-develop strategies and campaigns with the equitable development team, coalitions, and Sage leadership.
- Ensure coordinated implementation across all equitable development programs and campaigns.
- Help implement programmatic work.
- Negotiate and advocate directly with government agencies and other organizations/entities based on our racial justice values and theory of change.
- Support facilitation of key coalitions and ensure strong relationships with allied labor unions and community organizations.
- Participate in fundraising by drafting proposals and writing reports for program grants, participating in major donor fundraising events, and negotiating joint proposals with partner organizations.

Team Coordination and Management (25%)
- Facilitate prioritization of ongoing equitable development plans and objectives.
- Lead and facilitate program planning and team work plans.
• Coordinate and develop agendas for bi-monthly equitable development program meetings with Equitable Development staff.
• Communicate programmatic decisions and major questions to Sage leadership.

Represent and Promote Sage’s Equitable Development Program (5%)
• Represent Sage at taskforces, committees, boards, coalitions, and other tables that Sage participates in to advance our goals.
• Serve as a spokesperson and ambassador for Sage’s Equitable Development program in our communities, at conferences and events, and to influential audiences.

QUALIFICATIONS
The ideal candidate will be mission-driven, persistent, flexible, diligent with follow-through, and have the ability to keep up with a fast-paced work environment while navigating equity-focused coalition work. Specific requirements include the following:

• Excellent relationship-building and communication skills, in person, in writing, and on the phone, particularly across race, gender identity, class, and country of origin.
• 5 years’ experience in program coordination, coalition organizing, policy analysis, lobbying and/or strategic research related to community planning, housing, land use, and equitable development.
• Strong emotional intelligence skills and ability to move people who are stuck in problem statements toward co-created solutions.
• Experience developing and executing negotiation strategies based on a transformative racial justice analysis with outcomes that are accountable to our community partners.
• Willingness and desire to bring creativity and popular education models to how we develop policy ideas, group facilitation and campaign tactics.
• Demonstrated facilitation skills to move towards consensus and value a diversity of opinions.
• Excellent attention to detail and ability to coordinate multiple projects, priorities, and deadlines.
• Comfortable working independently as well as collaboratively and take initiative to solve problems creatively.
• Demonstrated commitment and actions taken towards economic, environmental, and racial justice.
• Ability and willingness to travel independently to meet with coalition partners across Puget Sound.

COMPENSATION
The salary range for this position is between $58,000 and $65,000. Benefits include family medical/vision/dental insurance, retirement contribution after one year of employment, generous vacation and personal time, flexible hours, unlimited local transit pass, professional development budget, and more.

TO APPLY
To apply, email resume and cover letter to jobs@pugetsoundsage.org with ‘Equitable Development Manager’ as the subject line and address the cover letter to Nicole Vallestero Keenan-Lai. In the body of your email, let us know how you found out about the position and label all submitted materials with your first and last name.

This position is open until filled, but priority review will be given to candidates who submit applications by midnight on Sunday, July 28th. Applications received after that date may be reviewed in a second round. No phone calls please. Only applicants who are offered interviews will receive a response.

Puget Sound Sage is committed to hiring and advancing personnel with an explicit regard to advance women, people of color, LGBTQ people, and other people from traditionally underrepresented communities. Further, we are committed to working with allied organizations which do the same.