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JOB ANNOUNCEMENT

COMMUNITY PARTNERSHIPS MANAGER

South Asian Americans Leading Together (SAALT) is a national non-partisan non-profit organization whose mission is to fight for racial justice and advocate for the civil rights of all South Asians in the United States. Our ultimate vision is dignity and inclusion for all.

SAALT is pleased to announce an opening for a full-time **Community Partnerships Manager** position that will be based either in SAALT's office in Takoma Park, MD or in SAALT's satellite New York, NY office. We seek a passionate and seasoned Community Partnerships Manager with expertise in advocacy, organizing, building and sustaining partnerships with local community organizations, and strengthening coalitions.

This new, mid-level position provides a unique opportunity to apply a background in community organizing or external affairs to develop a focused engagement strategy that amplifies the work of members of the National Coalition of South Asian Organizations (NCSO) while also building the capacity of the coalition as an entity. Reporting to SAALT's Executive Director, the Community Partnerships Manager will work closely with NCSO member organizations to enhance their advocacy work, bolster state and local engagement and campaigns, and build relationships more deeply with other members of the NCSO.

<u>Position Title:</u>	Community Partnerships Manager
<u>Job Status:</u>	Full-time position with benefits, including health, dental, vision, and transportation stipend
<u>Date of Posting:</u>	September 1, 2017
<u>Location:</u>	New York, NY or Takoma Park, MD
<u>Reports To:</u>	Executive Director
<u>Priority Deadline:</u>	October 1, 2017
<u>Start Date:</u>	January 15, 2018

Summary

The Community Partnerships Manager will be responsible for leading or providing support to programmatic, policy, and administrative activities related to the National Coalition of South Asian Organizations (NCSO), and coordinating SAALT's overall advocacy at the state and local levels with our NCSO partners.

The Community Partnerships Manager will serve as the initial point of contact for activities and communications related to the National Coalition of South Asian Organizations (NCSO), a national coalition of 58 member organizations across the United States that engage, educate, and mobilize our communities to ensure that South Asians are afforded equal rights, protections, and dignity. Duties will include the following:

Programmatic

- Building and maintaining relationships with current NCSO members and identifying potential new members
- Developing and overseeing a community outreach strategic plan to expand and deepen the NCSO with an emphasis on underrepresented parts of the country.
- Organizing and/or supporting field campaigns that include participation of NCSO members
- Developing and conducting a regional landscape assessment to identify areas to enhance SAALT's regional presence according to community need and NCSO partner interest
- Organizing regional/local trainings and events on civic engagement and other initiatives with NCSO partners
- Providing and identifying opportunities for overall campaign and topical strategy support
- Organizing and delivering quarterly webinar trainings and conference calls for the NCSO
- Supporting capacity building sub-grant programs, such as *We Build Community*, and other programs serving the NCSO, such as the biennial *National South Asian Summit and Young Leaders Institute*
- Identifying internal capacity building needs and opportunities for NCSO organizations
- Providing ongoing campaign and topical strategy support
- Conducting quarterly calls with each NCSO member to capture work updates, share NCSO information, and provide advocacy and organizing campaign support
- Deepening connections and enhancing resource sharing among NCSO groups
- Representing SAALT at external events as appropriate and when needed

Policy

- Identifying, packaging, and conveying state and local policy engagement opportunities for NCSO member organizations
- Identifying opportunities for NCSO partners in the same region to connect around advocacy goals
- Identifying opportunities for state and local policy engagement related to SAALT's policy platform priorities and where NCSO members are currently engaged in substantive policy issues
- Ensuring that issues and policy proposals SAALT engages with at the national level are consistent with NCSO member priorities for their communities
- Connecting NCSO members with national government agencies and policymakers and assisting in trainings and preparation around government engagement

Administrative

- Maintaining the NCSO listserv and posting information and updates to the listserv
- Improving communication among the NCSO member organizations and identifying other effective modes outside the NCSO listserv

Qualifications and Experience

- Minimum of 5 years of experience working with community-based organizations, coalitions, campaigns, or projects
- Experience and commitment to community organizing, civic engagement, and developing and sustaining partnerships with local organizations
- Experience partnering with non-profit organizations and demonstrated ability to move partners toward action highly preferred
- Well-developed vision and ideas for supporting local efforts and partners from the standpoint of a national organization
- Excellent writing, analytic, and verbal/presentation skills with the ability to summarize information and connect with a variety of audiences
- Successful track record of articulating, evaluating, measuring, and reporting goals and successes/areas of improvement
- Demonstrated ability to be self-directed and handle and prioritize multiple tasks and roles
- Demonstrated ability to work both independently and in a collaborative team-based environment
- Demonstrated ability to think strategically, build internal and external relationships, exhibit a flexible approach to work, and quickly adapt and pivot to changing needs in a rapid-paced, non-profit environment
- Exceptional email management skills and ability to thrive in a high-volume email office
- Proficiency in Microsoft Office suite and ability to quickly learn other basic programs
- Commitment to and passion for social justice issues and to a career in the non-profit sector
- Understanding of and commitment to advancing and enhancing SAALT's mission
- Sense of humor
- Commitment to an office culture where creativity and diversity are celebrated
- Evening and weekend work and travel within the United States may be required

Compensation

SAALT will provide compensation for this position that is commensurate with experience. Health, dental, vision, and transportation stipend benefits will also be provided.

How to Apply

Please e-mail your cover letter detailing your relevant experience, resume, and an unedited policy-related or community education writing sample (maximum 5 pages) *as a single PDF document* to info@saalt.org and indicate "Community Partnerships Manager" in the subject line. We are accepting applications and interviewing candidates on a rolling basis, and will give priority consideration to applications received by **October 1, 2017**. Only qualified candidates will be contacted. **No calls, please.**

SAALT is an equal opportunity employer.