




Join Our Talent Community

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Progress Team Lead, State Organizing

Full Time Regular

Washington, DC, US

Today

Requisition ID: 1073

Salary Range:

\$60,000.00 To 75,000.00 Annually

DEPARTMENT: Organizing and Faith Engagement

REPORTS TO: Deputy Director, State Organizing Project

LOCATION: Remote

Bread for the World is a Christian advocacy organization urging U.S. decision makers to do all they can to pursue a world without hunger. Our mission is to educate and equip people to advocate for policies and programs that can help end hunger in the U.S. and around the world.

PRIMARY OBJECTIVE: Develop, support and lead team to build a national model for rebuilding and tracking progress against Bread's grassroots organizing network. This role will work to support the Deputy Director and work alongside State organizers in IN, NC and PA to develop leaders, build power, and act on issues of hunger.

CORE RESPONSIBILITIES/ACTIVITIES:

1. **Support internal team** of organizers in leadership development, building power and action on issues of hunger and poverty.
2. **Develop and implement strategy incorporating data and digital tools** to further organizing and advocacy strategy.
3. **Build relationships with Members of Congress** in partnership with organizers and grassroots team.
4. **Utilize and strengthen Bread's national network** for the purposes of local work.

Additional responsibilities/ activities:

1. Utilizes project management principles to support the programmatic and policy work of the state organizing project.
2. Monitors and evaluates the progress of state organizing goals and metrics; prepares draft progress reports for final sign-off and distribution.
3. Develops and maintains various data/metric tracking systems for department and analyzes data, makes strategy recommendations, and implements changes.
4. Manage and oversee Bread's internal and external event logistics to include problem solving, directing event set up and take down, communicating with staff, organizing vendors and the timely processing of invoices and payments.

5. Oversees and ensures the smooth functioning of administrative support for project priorities as determined by the Deputy Director/ Director.
6. Reconciles and monitors expenses, codes and processes credit card, expense reimbursement and vendor payments.
7. Maintains, uses, and analyzes organizational records and databases.
8. Performs other duties as assigned.

SKILLS/KNOWLEDGE REQUIRED:

- Bachelor's degree or equivalent work experience. Minimum of 5 years' organizing experience or similar.
- Experience using project management tools and principles.
- Experience working with CRMs and eCRMs like Raiser's Edge NXT and Engaging Networks.
- Outstanding organizational, communication and interpersonal skills (written, oral, and electronic), including ability to work in a multicultural and ecumenical setting. Cross-cultural experience is required.
- Strong analytical skills and attention to detail to identify multi-faceted problems effecting project goals, and to propose solutions.
- Experience coordinating logistics for special events, annual meetings, or conferences.
- General knowledge of international and domestic hunger issues, familiarity with Christian faith perspective and advocacy to end hunger are desirable.
- Working knowledge of Spanish desired.
- Understanding of public policy advocacy, legislative process, international and domestic hunger, and congregational/denominational governance.
- Experience working with diverse groups, including ability to reach across racial, ethnic, generational, socioeconomic and denominational lines.
- Ability to work independently as work is monitored at the department level and staff work from home offices (except when traveling).
- Ability to gain new knowledge and apply it to specific situations, researching and performing straightforward analyses of information from varied sources.
- Computer literacy in Microsoft Office, use of the Internet for research and experience with data collection and the importance of databases.
- Must be able to conduct trainings via webinars and conference calls.

WORK ENVIRONMENT ISSUES:

- Must be able to work from home.
- Must be responsive to emails and phone calls off-site during evenings, weekends, and holidays to support time-sensitive matters.
- Regular travel required, including 2-3 weeks per year in Washington, DC.
- Valid Driver's License and driving history that is consistent with the ability to be insured at an affordable, "safe driver" rate (Determined at Bread's discretion).
- Bread is a hybrid organization.
- Proof of being fully vaccinated against COVID-19 in accordance with CDC guidelines is required to enter our offices. Reasonable accommodations will be considered on a case-by-case basis for exemptions to this requirement in accordance with applicable law.

CULTURAL EXPRESSIONS:

Bread is committed to advancing racial equity externally and internally, all staff members play a vital role. In the course of our work, each staff person should work to apply a racial equity lens to their work and practices; and participate in racial equity on-going training. Bread is also committed to being an equal opportunity employer.

OUR VALUES:

1. **We value our faith.** Our faith in Christ is the foundation for our hope, story, mission, and values, and compels us to love our neighbors near and far.
2. **We value human flourishing.** We believe that every human being, created in the image of God, has inherent dignity that affords an opportunity to be in right relationship with God, self, neighbor, and the environment, and to freely access enough nutritious food for good health.
3. **We value justice.** We seek to establish effective systems, structures, and policies that affirm equality and advance equity among all human beings and protect people who experience hunger and poverty from oppression.
4. **We value courage and prophetic voice.** In a spirit of wisdom and love, we will be bold in articulating and pursuing our vision of a world without hunger.
5. **We value nonpartisanship.** We believe that effective and sustainable public policies are made when, in good faith, we employ a civil and politically unbiased approach to develop and implement laws and programs to achieve our mission.
6. **We value collaboration.** We believe in working alongside and building community with diverse churches, institutions, and individuals, including people experiencing hunger, to achieve our mission.
7. **We value impact.** We strive for excellence in our work and hold ourselves and our nation's leaders accountable in the pursuit of public policies that render measurable results and meaningful change for those affected by hunger.

DISCLAIMER:

Background and reference checks will be conducted on all final candidates. The information in this job description indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.

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