POSITION: National Director of Civic and Community Engagement

Reports to: Chief Operating Officer
Status: Full-time, Exempt, Remote with approximately 25% travel around the country and to in-person staff convenings. Some evening and weekend work required. Strong preference given to candidates in the Northeast (NYC, CT a plus).
Compensation: $125,000 - $135,000 annually, plus benefits package

Everyday Democracy seeks a visionary practitioner and program leader to steward its civic engagement and community transformation strategies. The National Director of Civic and Community Engagement will provide organizational and programmatic leadership, overseeing signature initiatives including Dialogue to Change, Everyday Leaders, and Civic Ambassadors. The Director will also lead the Action, Capacity and Training (ACT) program, advancing capacity-building and training services for communities and partners. A key responsibility will be to leverage Everyday Democracy's expertise, methodologies, and strategic relationships to develop fee-for-service opportunities, cultivate new clients and partnerships, and generate earned revenue that advances the organization's mission and long-term sustainability.

ABOUT US

Everyday Democracy is a national dialogue and pro-democracy organization supporting people and institutions in building a just, inclusive multiracial democracy. We are committed to a community engagement model where everyone has a voice, access, and power in their communities. Join us as we work with communities to build civic infrastructure for equitable community-led solutions where everyone can thrive.

WHAT YOU'LL DO AT EVERYDAY DEMOCRACY

Program Leadership and Oversight

- Lead Everyday Democracy program activities including curriculum and tool development, program design, development, and implementation strategies to cultivate skills, knowledge, and civic awareness to create a multiracial democracy.
- Identify and nurture strategic relationships/partnerships with individuals, institutions, and systems to enhance and expand Everyday Democracy's work nationally.
- Develop curricula, toolkits and related program materials for youth and adult audiences.
- Maintain active and broad external engagement to ensure awareness of community needs and national trends in advancing multiracial democracy, racial justice and related civic and community engagement.

- Build and steward client relationships, communities of practice, and strategic alliances that foster client satisfaction, scaffolding engagements, referrals, and sustained partnerships in support of place-based, community-led solutions.
- Collaborate closely with the Advancement team on fundraising efforts, including articulating programmatic vision, building donor relationships, and connecting supporters to Everyday Democracy programs.
- Ensure program quality through continuous assessment and improvements to align with community needs and organizational objectives.
- Develop and monitor annual work plans to maintain operational fidelity and achieve goals.
- Track and analyze program performance, including impact metrics, deliverables, and fiscal adherence, while effectively communicating success and vision to external audiences.

Business Development

- Develop and execute a business strategy to grow Everyday Democracy's capacity building and training services, including developing annual revenue goals.
- Identify and cultivate fee-for-service opportunities for Everyday Democracy; build and maintain a strong pipeline of prospective partners aligned with the organization's mission.
- Engage prospective clients to understand their goals and needs, translate those needs into clear service offerings, and develop proposals, scopes of work, and budgets.
- Package Everyday Democracy's methodologies, curricula, and tools into clear, marketable service offerings, and partner with Communications on service descriptions, case stories, and other materials that demonstrate the value and impact of the organization's work.

REQUIREMENTS

- Bachelor's degree required.
- 7 years of work experience leading teams and managing complex and dynamic projects simultaneously.
- Deep expertise in civic engagement, democratic processes, and community organizing strategies, particularly with historically excluded communities.
- Demonstrated experience identifying, developing, and sustaining strategic partnerships and relationships at the national level.
- Proven ability to design curricula and develop innovative programs that are responsive to community input and intentionally brings an equity and access lens.
- Exceptional training and facilitation skills.
- Excellent interpersonal, verbal, and writing skills.
- Experience leading teams utilizing progressive management strategies
- Comfortable working remotely and using online platforms as required.
- Bilingual preferred.

TO APPLY

Please send a cover letter and resume to jobs@everyday-democracy.org with "National Director of Civic and Community Engagement" in the subject line.

Everyday Democracy is an EO Employer-MF/Veteran/Disability. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, protected veteran status, or any other protected class. Everyday Democracy will endeavor to make a reasonable accommodation to a qualified applicant with a disability unless the accommodation would impose an undue hardship on the operation of our business. If you believe you require such assistance to complete this form or to participate in an interview, please contact us at jobs@everyday-democracy.org. Disclaimer: The above statements are intended to describe the general nature and level of the work to be performed by the specified position. The statements are not intended to be an exhaustive list of all possible duties, tasks, and responsibilities. Management reserves the right to amend and change responsibilities to meet organizational needs as necessary. Applicants are encouraged to confirm the information listed above with Everyday Democracy prior to releasing any extensive personal information to the organization. Please direct questions to jobs@everyday-democracy.org.