



Managing Director Job Description

Caring Across Generations is a national campaign that brings together all people touched by care – family caregivers, care workers, aging Americans, and people with disabilities—to transform the way we care in this country, and to create an inclusive society that helps all of us reach our full potential, live well, and age with dignity.

This year, Caring Across is entering our ambitious next phase: launching our national campaign for Universal Family Care (UFC), which is a new social insurance program to cover the care that people need across the lifespan. Everyone contributes and everyone benefits by receiving access to benefits ranging from childcare to paid family and medical leave, and elder care to supports for people with disabilities. It will combine disparate programs and popular proposals into one easily navigable, financially stable system. Universal Family Care is forward-looking, rooted in smart economics and common sense, and fundamentally committed to advancing gender, racial, and economic justice.

The Managing Director will be our internal leader and prioritize driving our ambitious UFC campaign. They will be a strategy development partner for our campaign Co-Directors, Ai-jen Poo (Executive Director National Domestic Workers Alliance) and Sarita Gupta (Outgoing Executive Director of Jobs with Justice), and work closely with our Director of Operations and our team of senior leaders, our Management Team.

Responsibilities

Lead Campaign Development & Strategy Implementation

- With Co-Directors, guide campaign strategy to reach our ambitious goals
- With Co-Directors and Management Team, generate and lead strategies to reach decisions with groups of staff to move work forward
- Support Field Manager in field relationships and goals for specific state and local campaigns
- When deemed necessary, build relationships with funders or represent Caring Across externally

Run Day to Day Management

- Supervise senior staff members



- Lead cross functional teams to plan, coordinate and deliver campaign objectives, internal staff development, and planning efforts
- Develop and implement strategies to streamline resources to support field campaign activity
- Ensure we have the systems in place to measure progress against goals and intended outcomes
- Lead ongoing evaluation to make or assist in making decisions related to the continued direction of work
- With the Director of Operations, coordinate the annual budget and take lead on ongoing financial forecasting
- Decide on hiring needs for strategic growth

Build Inclusive Staff Culture

- Support and foster a relational, transparent culture of excellence
- Identify and productively address issues such as racism, sexism, ableism, ageism, homophobia and gender discrimination and support the team to develop processes to do the same
- Build a sense of team amongst office-based and remote staff
- Refine and establish shared systems and tools

Guide Management Team

- Support Management Team to collectively lead and be effective supervisors
- Directly supervise and evaluate Management Team
- Lead regular Management Team meetings
- Through own modeling and development of shared team practices, reinforce a culture of constructive accountability
- Co-develop and enhance campaign strategies
- Ensure collaboration by assisting Management Team members in identifying points of interdepartmental overlap in work

Our Managing Director will have most of the following qualifications

- At least five years in a senior management role at a social justice organization or campaign
- Experience running and strategizing on field or organizing campaigns
- Experience translating big-picture strategy into implementable systems and processes



- Experience supervising multiple staff members with a facilitative leadership style
- Experience working with remote colleagues
- Experience with financial management and oversight
- Experience engaging with funders and/or other important external partners

Our Managing Director will have the following qualities

- Confidence working with a diverse and remote team and the capacity to approach conflict with compassion and firmness
- Ability to make hard decisions and understand the impact of those decisions on staff, partners, overall work, strategy, and/or budgets
- Understanding that remote teams work differently and ability to offer strategies to engage remote teams to succeed
- Commitment and modeling of work-life balance for our team, balanced with the knowledge of when and how to push our team during big moments

We expect everyone on our Caring Across team to:

- Embrace all of our campaign strategies for change: field organizing, policy development at the state and federal level, and narrative and culture change
- Self-direct, but also adapt to changing conditions with graciousness and good humor.
- Write and verbally communicate exceptionally well

Fine Print

Strong preference for candidates based in Washington DC or New York City, but work can be done remotely from anywhere in the U.S.

The role is an exempt, salaried position with a salary range that begins at \$95,000. Caring Across is a project of and fiscally sponsored by Bend the Arc: A Jewish Partnership for Justice. Benefits are available from our fiscal sponsor including a 401k match after 1 year of employment and a generous vacation package, including an office closure for two weeks at the end of each year.

We encourage applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship, disability, veteran status, and record of arrest or conviction. Bend the Arc is an equal opportunity employer.



This job description is intended to convey information essential to understand the scope of the position. It is not intended to be an exhaustive list of skills, efforts, duties, or responsibilities associated with the position.

How to Apply

Candidates will be considered on a rolling basis until it is filled, but preference will be given to those who apply by midnight ET on May 26, 2019.

Please send application materials to jobs@caringacross.org. Applications should include a resume and answers to the following questions in lieu of a traditional cover letter:

- Briefly describe your experience running and strategizing on field or organizing campaigns, while translating big-picture strategy into implementable systems and processes (suggested word limit: 200).
- Briefly describe your approach to creating an inclusive and accountable culture in a diverse and/or a remote staff (suggested word limit: 200).
- Briefly describe one way that you think our culture needs to shift in order to create the conditions needed to transform care in this country. (suggested word limit: 200)