



CAPACITY BUILDING MANAGER
Job Announcement – Open May 10, 2011
Start date June 2011 (open until Filled)

Mobilize the Immigrant Vote (MIV) is a non-partisan California coalition of organizations based in immigrant communities that work to advance the broader movement for social change by building immigrant voting power. MIV strategies include building the capacity of community-based organizations working with low-income immigrant communities of color to educate and mobilize their constituents to vote; linking these efforts with ongoing community work; shaping the debate on immigrant civic participation; and developing models for collaboration. MIV launched its work in 2004 as the first-ever multi-ethnic, immigrant-based coalition building the electoral capacity of community-based organizations in California.

Capacity Building Manager

To increase our impact in the next dynamic phase of immigrant empowerment, MIV is growing our staff and offering more technical support to our partners. We currently have an opening for a full-time Capacity Building Manager. This position will focus on supporting MIV partners to participate in MIV campaigns and to build partners' capacity for civic engagement efforts in communities across California. Join our team!

Key Areas of Responsibility:

1) Assessment and Program Planning (15%)

Lead ongoing assessment of capacity of MIV partner organizations including working independently and with experts to collect, analyze and synthesize data. Duties include developing assessment surveys; coordinating with partners to assess needs and opportunities, generating reports, etc.

2) Capacity Building and Training Program (70%)

Based on capacity needs assessment, develop and implement MIV's capacity building program for 5-12 MIV partner organizations. Capacity building programs include trainings and tailored technical support provided by MIV staff and training partners. The Capacity Building Manager ensures that partner organizations set and meet clear benchmarks and supports growth goals for each partner.

Duties include:

- Develop annual training program in 4-6 MIV regions, with training partners such as Wellstone Action
- Coordinate statewide capacity building team with partner organizations to implement program
- Work independently and with experts to develop a statewide leadership development program for grassroots members and leaders tailored to the unique circumstances and needs of each individual region
- Provide TA and individual coaching for core partners, drawing on experts as appropriate
- Support partners to create and maintain technology & data systems for their electoral and civic engagement work
- Connect partner organizations to other resources and support as needed
- Develop the capacity of partner organizations to fundraise for electoral work

- Lead logistics for training programs

3) Other Responsibilities (15%)

- Acquire, catalogue and disseminate tools and manuals as needed
- Support other MIV projects as time permits, including leading logistics for quarterly MIV Statewide Strategy Council meetings

Required Experience and Qualifications

- At least 3 years experience in training/coaching, team building, curriculum development, meeting facilitation, community outreach, evaluation of external impacts, and developing organizational systems.
- Strategic thinker with ability to take initiative in driving strategies and overcoming obstacles. Problem solver and risk taker.
- Experience and commitment to working with low-income immigrant communities of color and on immigrant issues.
- Excellent skills in working with diverse individual and organizational cultures, political analysis and strategy, research, writing and public speaking.
- Roots in community organizing, grassroots electoral campaigns and coalition building a plus.
- Familiarity with database and/or communications strategies preferred.
- Willingness to travel frequently, within California and nationally.
- Bilingual or multilingual language skills preferred.

Compensation and Benefits

- Competitive salary DOE and generous benefits package.
- Excellent working environment that encourages teamwork and values high-quality work.
- Preference given to applications received by May 23.

To apply, please email cover letter, resume, 3 references and a brief writing sample to:

Search committee at jobs@mivcalifornia.org.

Applications encouraged immediately.

Please send documents in MS Word or pdf.

MIV IS AN EQUAL OPPORTUNITY EMPLOYER

See MIV at <http://mivcalifornia.org/>