

## **Political Director, Voice for Refuge Action Fund**

Voice for Refuge Action Fund (VRAF) is the first refugee-centered 501(c)(4) organization dedicated to advocating for pro-refugee policies and holding local, state, and national policy makers accountable to refugee communities. We are standing alongside and elevating refugee voices in the fight for justice and equality.

Voice for Refuge is now looking for a Political Director. The ideal candidate will be known and respected in the C4 space specifically working with refugee and immigrant communities, with a successful fundraising track record, and nonprofit management experience. Previous C4 experience is a must.

**Location:** Washington, DC area preferred but remote candidates will be considered.

**To Apply:** Please send your cover letter and resume to [careers@voiceforrefuge.org](mailto:careers@voiceforrefuge.org). We will receive applications until the position is filled, but encourage candidates to apply by July 5th.

### **Focus**

Voice for Refuge aims to be a leader in the C4 space on refugee issues specifically. Activities will include: educating policy makers and the general public about refugee issues; ranking and engaging policy makers and candidates; researching and mapping national, state, and local elections; strategic communications; resourcing refugees to vote and run for office; and other creative tactics to advance pro-refugee policies.

### **Reporting Relationship**

The Political Director will report to the Executive Director of Voice for Refuge.

### **Position Objectives**

The Political Director is the key programmatic staff of Voice for Refuge. The Political Director is responsible for overseeing the day-to-day administration and programs of the organization and, working with other colleagues, create and help execute the strategic plan. Other key duties include fundraising, external communications, and building and sustaining relationships.

### **Duties and Responsibilities**

The Political Director will work with the Board of Directors and other staff colleagues to strategize, prioritize, and implement Voice for Refuge's goals. They will help launch a new nonprofit organization that aims to promote positive refugee policies and hold lawmakers accountable on the local, state, and national stage. Responsibilities include:

- Effectively manage Voice for Refuge's budget, programs, and operations on a daily basis
- Develop and deploy educational materials and organize events
- Develop and implement successful fundraising strategies in order to hire additional staff, achieve objectives, and grow this work
- Build and maintain relationships with like-minded organizations and liaise with institutions and individuals interested in supporting Voice for Refuge's work
- Represent Voice for Refuge in the media and with other external audiences to raise visibility and promote policies and other organizational objectives
- Effectively manage political realities and recommend strategic interventions

**Professional Qualifications**

- A minimum of bachelor's degree or equivalent experience
- Previous experience with C4 electoral / political work
- Fundraising experience
- Transparent and high integrity leadership
- High level strategic thinking and planning
- Five or more years senior management experience
- Experience and track record with staff supervision and collaboration
- Strong written and oral communication skills
- Strong public speaking ability

Voice for Refuge is an Equal Opportunity / Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, gender identity, genetic information, disability or protected veteran status.