



## Managing Director

Title: Managing Director

Location: U.S. Remote, EST hours required, Washington, DC Area preferred

Reports to: Executive Director

Salary range: \$80,000-90,000 per year, based on experience, plus competitive benefits

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 September 17, 2021.

### Overview

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 seeks a Managing Director to grow the organization into a leader in the C4 space and to build the political power of former refugees in their communities. Activities will include researching and mapping national, state and local elections; ranking and engaging policy makers and candidates; resourcing refugees to vote and run for office; and ensuring compliance with election laws and C4 regulations.

The ideal candidate will be a creative self-starter who thrives in a fast-paced environment. They should be a strategic thinker with strong written and verbal communications skills and a knack for relationship building. They will have political and community organizing experience as well as direct experience working with refugee communities in the U.S.

### Duties

The managing director is responsible for overseeing the day-to-day work of the organization and, working with communications, policy, grassroots, fundraising, and political staff and partners, executing the strategic plan. Responsibilities include::

- Lead development and execution of a comprehensive strategy to educate and engage refugee leaders who are interested in running for elected office, connecting them with resources and opportunities.
- Lead development and execution of plan for engaging in the 2022 midterm elections, including tracking elections, endorsing candidates and developing voter education initiatives.
- Project manage the Congressional and Governor scorecard evaluation process from start to finish, developing timelines and working with all staff members to coordinate launch, publication and promotion.
- Build and maintain relationships with like-minded organizations; with institutions and individuals interested in supporting Voice for Refuge's work; and with elected former refugees.
- Coordinate with Director of Policy and Advocacy to lead VFR advocacy initiatives, including state based advocacy and legislative tracking.
- Coordinate with Director of Fundraising and Acquisition to proactively grow Voice for Refuge's funding stream: identifying new funding opportunities; regularly liaising with funders, potential donors and the board; and working with the team to develop individual donor recruitment strategies.
- Coordinate with Director of Communication and Marketing to support development and execution of Voice for Refuge's communications strategies seeking to grow the organizations reach and impact.
- Effectively manage Voice for Refuge's budget, programs, and operations on a daily basis.
- Ensure compliance with election laws and C4 regulations.
- Supervise the Communications & Advocacy Associate.

## Professional Qualifications

- A minimum of bachelor's degree or equivalent experience.
- At least 5 years of leadership experience, responsible for developing and executing organizational strategies.
- Previous supervisory experience.
- Previous experience with C4 electoral work, political work, and/or refugee community organizing. Relevant lived experience will also be considered.
- Direct experience supporting fundraising initiatives.
- Transparent and high integrity operations.
- Strong written and oral communication skills.

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.

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