

Position Announcement and Job Description

Title: DC/MD/VA Chapter Director

Reports to: Executive Director

Position Location: This position will be based in ACT's DC/MD/VA offices and in the field.

Type of Employment: Full-time hybrid position, requires a mix of remote work, work from office, and in-person meetings.

Organization:

[African Communities Together \(ACT\)](#) is an organization of African immigrants fighting for civil rights, opportunity, and a better life for our families here in the U.S. and worldwide. ACT works to support and empower African immigrants to integrate socially, advance economically, and engage civically. ACT connects African immigrants to services, empowers our members to develop as grassroots leaders, and leads campaigns for social change. ACT's African immigrant membership comes from a diverse range of nationalities, cultures, and languages, and is religiously diverse, majority women, and predominantly working-class and low income.

Position Description:

ACT seeks to hire a DC/MD/VA Director to provide effective, dynamic leadership in expanding our regional chapter's membership base, grassroots efforts, and programs. The DC/MD/VA Director is responsible for leading and managing chapter activities, developing the chapter's strategic plan, boosting the chapter's visibility, and overseeing its programmatic contributions. This position collaborates with the National Organizing Director and national leadership of ACT to advance the organization's mission, goals, and objectives.

Key responsibilities include:

Organizing and Membership Growth: Develop ACT's base-building and leadership development programs in the region to grow an empowered membership base.

Campaigns and Programs:

- Oversee ACT's campaigns and programs, including immigration, civic participation, and housing.
- Manage ACT's local and state advocacy campaigns and collaborate with the national team to support our federal advocacy.

Management: Supervise the DMV Chapter's personnel and daily operations. Manage chapter hiring and internal communications with the assistance of ACT's Operations and HR Manager.

Public Leadership: Represent ACT in partnerships, coalitions, policy advocacy and publicly at press conferences and rallies.

Fundraising: Working with the Executive Director and Development Director, support the DC/MD/VA Chapter's fundraising efforts by establishing relationships with funders and contributing to grant applications, grant administration, and grant reporting.

Qualifications:

- Minimum 7 years of professional experience working in non-profit community organizations or labor unions, ideally with a grassroots membership base.
- Relevant BA/BS degree or equivalent experience preferred.
- Proficiency in English is required. Fluency in a widely spoken African language is desirable.
- Alignment with ACT's mission and values.
- Significant experience working with DC/MD/VA immigrant communities.
- Fundraising experience preferred.
- At least 3 years' experience of managing staff, with a demonstrated commitment to equity and inclusion in the workplace.
- Cultural competence and significant experience with African immigrant communities or within the social justice sector.
- Ability to develop and communicate plans, goals, strategy, and outcomes clearly and persuasively, orally, in writing and in digital presentation.
- Ability to exercise good judgment, take the initiative, and make timely decisions.



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- Ability to succeed in a collaborative community environment, including accountability to goals, working independently, prioritizing, and thriving in a diverse group of staff, volunteers, and communities.
- Ability to work under time pressure and meet deadlines.
- Digital literacy and proficiency with technology, including Microsoft Office suite, Google Workspace products (Gmail, Google Docs, etc.)

Compensation:

ACT offers competitive salary, benefits, and leave policies. Baseline salary is **\$90,000**; additional compensation negotiable based on experience. Additional benefits include employer-paid health insurance; pension contribution (SEP); professional development; vacation and personal leave; and a sabbatical/longevity bonus.

Application Process:

To apply, please submit your resume along with a brief cover letter describing your interest in the position here: [APPLY](#). Please combine the resume and cover letter into one attachment.

Applicants are encouraged to submit applications by **May 5th, 2023**; however, applications will be accepted until the position is filled.

ACT is an affirmative action employer, and strongly supports the social goals of affirmative action. We therefore make special efforts to recruit individuals from groups that are historically under-represented in professional environments, or that suffer from broader societal discrimination.