



THE
COMMONWEALTH
INSTITUTE
*Building a Prosperous
Virginia for All*

Northern Virginia Campaign Manager

The Commonwealth Institute is looking to boost our on the ground engagement work in Northern Virginia by adding an Issue Campaign Manager to our team. You'll be the connector who builds and strengthens our relationships with the organizations we need to mobilize to make progress on key issues.

This position will be a part-time staff position located in Northern Virginia and working at the direction of the Communications Director/COO based in Richmond.

Who We Are

The Commonwealth Institute (TCI) provides independent research and analysis of state fiscal and economic policy issues in Virginia, with a focus on how these issues affect middle-class and low-income people in our state. Our mission is to use policy research and analysis to advance the well-being of Virginia. We embrace an “all hands on deck” work environment where every team member is vital to TCI's success and there is a sense of both individual ownership and shared purpose. We take pride in our lively and open office space, where collaboration is not just encouraged, but critical to success. Our focus is on outcomes, so our work style allows for flexibility and a solid work-life balance.

What You'll Do

You'll lead TCI's partner engagement in Northern Virginia on key policy campaigns including strengthening the Earned Income Tax Credit and maximizing the opportunity to strengthen regional collaboration in building a robust Workforce Development System in Northern Virginia.

You'll help plan, organize, and direct strategies to drive ongoing engagement from individuals, coalition partners, and other key stakeholders and mobilize them to action. You'll build and sustain informal coalitions.

What We're Looking For

- A bachelor's degree or higher.
- Experience with multi-year strategic and issue-based work.
- A track record of effective collaboration with community organizations.
- Excellent written and verbal communication skills.
- A track record of managing concurrent projects successfully and thriving in a fast-paced, deadline-driven environment.
- Strong desire to advance progressive public policy.
- Someone who keeps their eye on the higher goal while working effectively in the weeds and knows that the two are connected.
- Great judgment.



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- Someone willing to take a risk.
- A focus on outcomes, with the ability to give and receive constructive criticism in the pursuit of an ever-stronger organization.
- Ability to prioritize tasks and respond quickly to emergent issues.
- Experience with staff and team management.
- Direct organizing experience (preferred).

Tools We Use

Adobe Illustrator
Google Apps
Microsoft Office
HipChat
Constant Contact

Logistics

Compensation: \$25/hour plus benefits including health care, vacation, and a retirement plan.

Manager: Chief Operating Officer

Location: Northern Virginia

To Apply: Send cover letter, resume, and salary requirements to Patrick Getlein at patrick@thecommonwealthinstitute.org with the job title as the subject line. No phone calls or other email inquiries please.

Timing: Position open until filled.

The Commonwealth Institute for Fiscal Analysis is a 501(c)(3) nonprofit organization. We are an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.