

Jubilee USA Network Managing Director Job Description

[Jubilee USA Network](#) seeks to immediately hire a Managing Director in Jubilee USA's fast-paced office and results-motivated culture. Jubilee seeks exceptional, professional, strategic, organized, detail-oriented and effective communicators. Jubilee USA hires highly motivated individuals who are passionate to address inequality, the structural policies that impact billions of people living in poverty and ensuring that all people can live in dignity.

Jubilee USA Network is an alliance of more than 75 US organizations, 700 faith communities and 50 Jubilee global partners. Jubilee's mission is to build an economy that serves, protects and promotes participation of the most vulnerable. Jubilee wins critical global financial reforms and won more than \$130 billion in debt relief to benefit the world's poorest people. Annually, Jubilee USA's efforts on tax, trade, corruption, transparency, debt, climate finance and disaster relief succeed in changing US and global policies and are featured in tens of thousands of news outlets around the world.

Supervisor: The Managing Director is hired and supervised by the Executive Director.

Location: Washington DC

The Managing Director (MD) is a senior-level position reporting directly to the Executive Director. He/She supervises all areas and functions of the organization including: policy, strategic planning, fundraising, administration, outreach, organizing, high-level relations, finance, budget, organizational operations, hiring, staffing and human resources.

The MD supervises, supports and oversees other staff in fundraising, outreach, administration and policy efforts, creation of materials and ensuring that goals and timelines are met in each capacity area. The MD supervises and ensures that media, fundraising, advocacy, outreach and organizational materials are professional, accurate, timely, efficient and grammatically correct. Working with staff and supervising team members, he/she locates new sources of revenue, achieves Jubilee's fundraising goals, provides financial/budgetary oversight and advises, promotes and supports the Executive Director.

The MD is a primary representative and spokesperson for the organization with decision makers, policy makers and partners. She/He works with and oversees other staff to achieve the organization's campaign, administration, media, operational and advocacy goals, faith and inter-religious relations and effective donor communications. The Managing Director, based on funding, commitments and organizational goals creates, administers, evaluates, oversees and determines Jubilee USA's staffing configuration and hiring plans. The MD maintains a policy portfolio, oversees the budget and, in conjunction with the Executive Director, liaisons with the board of directors.

The Managing Director travels as necessary and directs staff to travel when necessary to achieve the programmatic, operational, outreach and fundraising goals of Jubilee USA Network.

Core Responsibilities:

LEADERSHIP: Provide strong and dynamic overall leadership for the organization, working to build consensus around key decisions among staff, Board members and other organizational stakeholders, including many with diverse political views and faith perspectives.

FUNDRAISING: In partnership with the staff, the Senior Director of Policy and Campaigns, the Board of Directors, raise the annual operating budget and implement a long-term development strategy that will result in sustained growth of the organization's program activities and staff capacity.

STRATEGIC DIRECTION AND IMPLEMENTATION: Working with the Executive Director, staff, board and partners, envision an organizational strategy for growth of the Jubilee movement and achievement of its policy goals, as well as the political positioning of that movement within the larger community of organizations and individuals working to end global poverty. This work involves collaboration with and on behalf of the members of the organization's Network Council, international partners and other allies

OPERATIONAL OVERSIGHT: Provide leadership and management oversight of Jubilee's fiscal and programmatic operations, including hands-on supervision, evaluation, motivation and mentoring of the Jubilee staff. This work requires budget creation and monitoring, working with auditor and accountants, strong attention to detail and deadlines and the ability to balance multiple complex and competing responsibilities while under pressure.

POLICY ADVOCATE AND SPOKESPERSON: Act as one of the principal spokespeople and public faces of Jubilee USA, communicating complex ideas both verbally and in writing to politically diverse audiences, and building strong relationships with key policymakers, organizational partners, media outlets and funders.

BOARD SUPPORT: Work to cultivate and manage an active Board of Directors to ensure compliance with Jubilee's fiduciary duties; meet and exceed program, fundraising, policy and organizing goals; undertake effective institutional planning and functional Executive Director/Board collaboration; and ensure that Jubilee's mission, vision and values are embodied in all processes of the organization.

EXECUTIVE DIRECTOR SUPPORT: Provide support to the Executive Director in her/his role of cultivating and achieving *high-level* relationships, communication efforts, special projects, advocacy, outreach, faith-coalition building, fundraising, organization promotion and growth and strategic thinking. The Managing Director fulfills or implements any duties or projects assigned by the Executive Director.

Leading candidates possess the following skills and qualities:

- Masters, law, other advanced degree or related practical experience
- At least 15 years of experience in a professional office environment
- Proven leadership ability and experience
- Strong attention to detail and highly organized
- Strong writing and editing skills for a wide range of audiences, including policy makers, grassroots supporters and funders
- Experience working with religious community and working knowledge of various faith traditions
- Experience working with and managing online fundraising and communications databases
- Able to lead, coordinate and facilitate policy, research, outreach and campaign efforts
- Comfortable working in a fast-paced, campaign-focused environment
- Knowledge of international development and international financial system
- Highly effective verbal and written communication skills

- Can work in a highly bipartisan and interfaith environment
- Respectful communicator
- Able to supervise and coordinate communications and logistics for large events and network activities
- Ability to support and promote Executive Director
- Understanding of budgets and financial monitoring
- Demonstrated interpersonal skills
- Ability to represent the organization and Executive Director professionally in a wide range of high-level fora
- Written and spoken proficiency in another language (beyond English)
- Commitment to learn and to work hard and efficiently

Candidates must either hold US citizenship or a US work permit.

Compensation: Salary dependent on experience. Based on experience, salary and compensation package range from \$94,000.00 to \$114,000.00. Medical and hospitalization plan; 3 weeks of vacation annually, generous compensation time policy, plus fringe benefits; participation in unemployment and worker's compensation and social security.

Jubilee USA Network is an Affirmative Action/Equal Opportunity Employer. Qualified persons are encouraged to apply regardless of their religious affiliation, race, age, sex, sexual orientation or nature of disability.

Application Process: Qualified applicants should send a cover letter, resume and three work-related reference contacts to jobs@jubileeusa.org

Closing Date: Until filled