



More Equitable Democracy Now Hiring: Movement Building Manager

JOB DESCRIPTION

Job Title: Movement Building Manager
Classification: Exempt
Reports to: Deputy Director
Job description date: September 2025
Salary Range: \$105,000 - \$120,000
Schedule: 40 hours per week, Mon - Thurs, Flexible hours
Work Location Type: Remote

ABOUT THE ORGANIZATION

More Equitable Democracy is a racial justice organization working to advance racial equity through electoral reform. We support communities of color to advocate for transformative systems changes in order to achieve a more racially just democracy. We partner with state and local based organizations and provide them with research, training, technical assistance, and funding. With increased capacity and a deeper analysis of structural challenges, these groups will lead advocacy efforts to transform American democracy to be more equitable. More Equitable Democracy is a fiscally sponsored project of NEO Philanthropy.

The Electoral Justice Initiative (EJI) is a groundbreaking step forward in our journey toward a more equitable democracy. Each of these grantee partners embodies a deep commitment to reconstructing and revitalizing the electoral systems within their

communities. As a result, their work is not limited to short, transactional campaigns, but they are invested in building transformative local and regional movements toward a more inclusive and representative democracy.

Through the EJI, MED is providing \$100,000 in subgrants each year for three years to organizations as a sustained commitment to our partners' communities. With technical assistance, a resource hub, and legal, fundraising, and research support to ensure that their needs are met with precision and care. Finally, we are creating a vibrant learning community becoming co-creators in pursuit of electoral justice. For a truly representative democracy, communities of color must not only engage civically, but also lead in transforming our electoral systems.

The Movement Building Manager will work closely and collaboratively with the Deputy Director to build program infrastructure and will be responsible for providing day to-day leadership and support to the movement building team which works directly with grantees to track campaign development and progress, provide technical assistance, convene gatherings, and both individualized and generalized support.

ESSENTIAL FUNCTIONS

EJI Program Management (60%)

- Oversees the daily operations of the Movement Building Department and its staff to ensure alignment with the quarterly, semi-annual, and annual goals of the EJI program
- Provides ongoing support to staff through regular check-ins, constructive feedback, and mentorship to strengthen project management effectiveness
 - Example: Develops and coaches team members through regular check-ins, targeted feedback, and mentorship, fostering a high-performing and collaborative work culture.
- Identifies and elevates key issues or updates related to program implementation to the Deputy Director
 - Example: Anticipates, identifies, and escalates critical program implementation issues to the Deputy Director, recommending solutions such as grantee site-visits, emergent-need resource allocation, additional technical assistance, that mitigate risks and advance program success.
- Design, oversee, and ensure successful execution of in-person and virtual partner convenings
 - Example: Directs the design and execution of MED's annual in-person partner convening, the Electoral Justice Initiative Summit, and virtual partner convenings, ensuring alignment with program goals and stakeholder engagement priorities.

- Provide high-level monitoring and management of partner relationships in the service of connecting resources and key stakeholders as well as escalating risks and issues to ensure overall program success
- Develops and maintains systems for tracking progress, reporting outcomes, and delivering technical assistance to grantees—ensuring alignment with organizational capacity and staff sustainability

Program Infrastructure: (30%)

- Collaborates with the Deputy Director to monitor the departmental budget, assess program effectiveness, and recommend improvements to program design and execution
- Perform financial administrative tasks including reporting and processing vendor invoices, stipends, reimbursements, and preparing and tracking grants
 - Example: Directs and ensures accuracy in financial administration, including reporting, vendor payments, stipends, reimbursements, and grant tracking, maintaining compliance and timely execution.
- Contributes to reports, budget and program planning, allocating organizational resources responsibly
- Identifies and implements the use of technology, tools, and best practices to ensure effective program execution
 - Example: Selects, implements, and optimizes technology, tools, and best practices to improve program efficiency, data management, and stakeholder engagement.

Other (10%)

- Supports fundraising efforts by contributing to grant proposals and reports and interfacing with funders as assigned
- Leverage and improve existing project management tools to advance individual work as well as execute deliverables and activity across a team

Position Type And Expected Hours Of Work

This is a full-time exempt position with a flexible work week. Approximately 10% of this position's time will require domestic and international travel.

Supervisory Responsibility

This position would supervise up to 5 direct reports.

REQUIREMENTS & PREFERENCES

Required Competencies

- Lead and coach team with clear expectations, feedback and performance reviews.
- Manage multiple stakeholders, balance competing needs and escalate risks strategically.
- Build trust, maintain boundaries, and foster individual strengths and growth.
- Communicate clearly in writing and speech; exercise sound judgment and decisive problem solving.
- Plan and deliver complex projects with defined goals, metrics, and timelines.
- Apply anti-racism and anti – oppression principles in diverse settings.
- Resolve conflicts diplomatically, collaborate across teams and levels.
- Adapt to change with creativity, flexibility, and a solution focused mindset.

Preferred Competencies

- Knowledge of c3/c4 structures and compliance
- Build high-performing diverse teams in emerging organizations
- Develop organizational and program infrastructure

Required Education And Experience

- 7+ years in advocacy, coalition, or base building in social justice, voting rights, or democracy.
- 3+ years of experience in supervisory roles, including performance management team development
- Experience managing budgets, tracking outcomes, and leading multi – stakeholder projects. Success building coalitions across diverse policy positions and constituencies.
- Experience managing diverse teams to foster equity, innovation, and collective success
- Work with communities most impacted by systemic oppression apply equity frameworks in practice.
- Cross-functional collaboration with leadership, departments and staff

Preferred Education And Experience

- 10+ experience in non-profit advocacy or political organizing
- Bachelor's degree in a relevant field or equivalent experience
- Advocacy in proportional representation

- Direct campaign organizing (canvassing, door knocking, phone banking, volunteer management)
- Implement language justice and disability access in projects.
- Proficiency in a language other than English

EQUAL OPPORTUNITY EMPLOYER STATEMENT

NEO Philanthropy, Inc. is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, age, gender identity, disability, protected veteran status or any other status protected by applicable federal, state, or local laws. More Equitable Democracy and NEO Philanthropy are committed to providing reasonable accommodation to individuals with disabilities. If you need reasonable accommodation because of a disability for any part of the recruitment process, please email: heather@equitabledemocracy.org.

BENEFITS

More Equitable Democracy's fiscal sponsor, NEO Philanthropy, provides a generous full benefit package, including 100% medical coverage for the employee and 90% medical coverage for dependents; 100% coverage for vision, dental, life/AD&D, and long-term disability. NEO also administers a 401K retirement savings plan, Healthcare Reimbursement Arrangement (HRA), Medical FSA, Dependent Care FSA, commuter benefits, Employee Assistance Program, other supplemental benefits, and generous paid time off.

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

APPLICATION PROCESS

Send resume and cover letter to jobs@equitabledemocracy.org by 10/17/25.

You will receive a confirmation of receipt of your application and may be invited to a phone screening. Please be prepared for two additional rounds of interviews. The final round will take place in person (Seattle, WA) the week of 11/17. The expected start date is no later than the first week of January. A job offer will be made the first week of December.