Job Opening

Title: Delivering on Equity Project Manager / Delivering on Equity Project Director

Salary Range: $75,000-$100,000

We are seeking a Delivering on Equity Project Manager/Director - a brand new position - who is aligned with our mission. The Delivering on Equity Collective (DOE) brings together community organizations from across the state to mobilize and serve BIPOC and working class communities. The fate of our families, communities, and livelihoods are intertwined with the state budget through tax equity, housing, public education, public transit, employment, entrepreneurship, and more.

DOE, led by the Massachusetts Budget & Policy Center (MassBudget), Massachusetts Communities Action Network (MCAN), and the Massachusetts Voter Table (MVT), has formed to build an intersectional movement for justice in communities that have been neglected from the Commonwealth’s resources and economy. We are combining our collective assets of coordinated and faith-based organizing, civic engagement, research, communications, and resource development.

This is an exciting time to play an instrumental role in building this Collective alongside our anchor organizations.

This position is a 3-year, grant-funded position with the goal of extending the funding. The Manager/Director will directly report to the President at MassBudget (with significant support from the Vice President of Operations) and have dotted lines of supervision to the other leaders of the Delivering on Equity anchor organizations. The final title and salary for the position will be based on experience, with opportunities for professional growth. Due to the relationship-building nature of this position, the Manager/Director is required to reside in Massachusetts or within a reasonable driving distance from Massachusetts.

Responsibilities:
The extent to which the person filling this role will focus on each of the responsibilities will be based on experience and skill set.

- **Cross-organization planning and programming**
  - Move forward antiracist state budget advocacy and tax justice in Massachusetts.
  - When appropriate, coordinate organizations within the Collective and leverage their assets, networks, and expertise for a shared grassroots advocacy plan.
- Facilitate Delivering on Equity regular planning meetings and communication among anchor organizations.
- Be intimately familiar with the work of the three anchor organizations by attending regular and appropriate internal meetings (example, by attending MCAN Director meetings once every other month, etc.)
- Lead on the logistics for statewide gatherings that help move the Collective forward

- **Fundraising & Finance**
  - Tell the story of who we are and what we’re fighting for to engage, cultivate and secure new funding opportunities. This includes both individuals as well as new foundations.
  - Lead on writing grants in coordination with anchor organizations.

- **Communications**
  - Manage and build out a website and social media presence for the Collective with support from internal Communications teams.
  - Facilitate the creation of a Communications hub to support anchor organizations and their member organizations. This might include collective material creation that is cross shared, facilitation of cross organizational communication strategies, as well as finding effective ways to leverage regranting capacity to address communication needs.

**Required Skills and Experience:**
- Commitment to antiracism and to building racial and economic equity in alignment with the Delivering on Equity Collective’s mission
- Minimum 2-5 years of dedicated community organizing, policy advocacy, and/or program and coalition management experience
- Detail-oriented collaborator who has proven experience managing deadlines effectively
- Ability to manage up and support the President and Executive Directors of each anchor organizations move forward their responsibilities

**Desired Skills and Experience:**
- Experience managing budgets and grant tracking
- Experience writing community-centered grant applications with partner organizations
- Experience with website design and content creation
- Understanding of local and state policy
- Experience with legislative advocacy
- Experience with coalition organizing
- Fluent in a second language that is prevalent in Massachusetts
- Knowledge of online platforms like Wordpress, Click Up, Slack, and Google Suite

MassBudget is on its journey to becoming an antiracist organization, one that is a safe, inclusive workplace for people of all backgrounds and walks of life. Some candidates may see a long list
of job requirements and feel discouraged because they don’t match every single bullet point – we suggest, please apply anyway.

**Salary and Benefits**
MassBudget has a 35-hour work week; this position is full time. MassBudget is a remote-first organization; though, staff may be required to attend in-person meetings and events throughout the year. Salary range is $75,000-$100,000 based on qualifications and experience. MassBudget currently provides generous benefits including paying 100% of health and dental care premiums, contributing to a flexible spending account, providing at least 3 weeks of vacation annually, including paid sick and family leave, and contributing 5% of salary to employees’ 401k plans.

**How to Apply**
This is a rolling application, but applicants are strongly encouraged to apply before Friday, January 6, 2023. The position is open until filled.

Please email résumé and cover letter to jobs@massbudget.org. Put “LAST NAME, FIRST NAME, Applicant for Delivering on Equity Program Manager/Director” in the subject line of the email.

As part of its work on building an antiracist organization, MassBudget does not discriminate against any applicant because of race, color, creed, religion, national origin, gender, sexual orientation, gender identity, age, disability, physical or mental handicap, parental status, marital status, military status or past criminal conviction. MassBudget will provide equal opportunity for employment and advancement and will implement affirmative action and physical accommodation policies to employ people of diverse backgrounds and abilities. We encourage applications from persons whose background and experiences will increase the diversity of voices in our organization.