



JOB DESCRIPTION | LEADER SERVICES MANAGER

The NewDEAL (Developing Exceptional American Leaders) is a diverse national network of the most thoughtful and impactful state and local leaders across the country. For 14 years, the NewDEAL has supported these commonsense Democrats by convening them with other policymakers and thought leaders, sharing and spreading policy ideas that work, and amplifying their voices on issues from combating climate change and building an inclusive economy to defending democracy.

We, and our sister organization, The NewDEAL Forum, are seeking a Leader Services Director to join our growing team to serve as leader liaison, managing the nomination and onboarding processes, coordinating opportunities for and requests from the state and local elected official NewDEAL Leaders, keeping systems and materials updated, and supporting the team in executing the organization's mission.

This position is a full time (40 hour) position based in Washington, DC that reports to the Chief of Staff.

Description of Duties:

- Coordinate Member Opportunities & Requests
 - Field NewDEAL Leaders questions/requests
 - Manage special invitations/opportunities
 - Follow up on NewDEAL requests of Leaders
 - Coordinate Leader trips to/meetings in DC or elsewhere
- Member Tracking/Recruitment
 - Manage/organize nomination information for new leader classes
 - Coordinate the vetting of nominees
 - Oversee onboarding of new classes
 - Election tracking
 - Policy Tracking
 - Alumni Tracking and Engagement
- Event Support
 - Recruitment/follow up for leader events
 - Track and manage leader travel and logistical support for large events
 - Event planning for smaller DC events with Leaders
 - Space, Food, Materials, Briefings, Staffing
 - Event briefings for Leaders, hosts, speakers
- Systems & Material Updates
 - Consistently ensuring that Leader and staff contact info is up to date in our database
 - General support, writing and research tasks as requested

Qualifications:

Successful candidates will be excellent communicators and highly detail oriented, with an ability to combine self-direction with collaborative decision-making. Ideal candidates will also have:

- At least two-three years experience working with elected officials and/or candidates for public office
- A passion for state and local policy
- A belief in the center-left philosophy of the NewDEAL and our NewDEAL Leaders
- Demonstrated excellence in organizational and writing skills
- Proven ability to work independently

Salary DOE. Interested candidates should email ben@newdealleaders.org with their cover letter and resume. No phone calls please. NewDEAL is an equal opportunity employer.