Job Description: Co-Director – Center for Political Education

Center for Political Education (CPE) seeks a co-director to co-lead our political education work and co-manage the day-to-day operations of the organization. The new co-director will work collaboratively with CPE's current co-director and under the advisement of our Community Advisors.

CPE's Mission

CPE is a resource for political organizations on the left, progressive social movements, the working class and people of color. Our political approach is non-sectarian, democratic, and committed to a critical analysis of local, regional and global politics. We believe that organizing and activism grounded in strong theory and ideas are important tools for movement building.

Since its founding in 1998, CPE has hosted nearly 500 classes, forums, study groups, and cultural events on people of color, liberation movements, imperialism, labor, left theory, the prison industrial complex, feminism, LBGTQ movements, environmental, and economic justice issues.

Skills & Experience

CPE seeks candidates with the following skills and experience:

- A minimum of four years' experience working in leadership positions within social justice organizations, including experience with fundraising, budgeting, operations, and supervision. (Experience engaging in grassroots organizing is preferred.)

- Demonstrated facilitation, training, and curriculum development skills.

- Demonstrated written and oral communication skills.

- Ability to manage multiple projects and to sustain big picture thinking while maintaining a strong attention to details.

- Positive relationships and reputation among movement organizations, and strong skills in initiating and maintaining relationships with organizations, networks, and movements.

- Attention to and understanding of local, national, and international social and political movements.

The following skills and experience are a plus:

- Basic design and video editing skills.

- Experience and skill using digital platforms for conducting trainings or events.

- Digital communication skills, including but not limited event promotion.

Responsibilities Include:

- **Infrastructure and Finance:**
    - o Manage organizational development
    - o Coordinate CPE's community advisory group
    - o Supervise volunteers and interns

- **Fundraising**
    - o Coordinate individual donor cultivation (including fundraising drives, major donor cultivation, etc.)
    - o Coordinate monthly sustainer program
    - o Research and apply for foundation grants and fulfill reporting requirements
    - o Seek and coordinate fee for service contracts

- **Programming:**
    - o Develop and implement organization's program
    - o Supporting program evaluation

- **Outreach and Relationship Building**
    - o Stay up-to-date on work of allied organizations and issues related to organizing (especially in the Bay Area)
    - o Promote the Center's activities via the website, email blasts, and social media
    - o Represent CPE at allies' events

- **Documentation and Media:**
    - o Maintain the Center's website and keep content up to date
    - o Document CPE's events and make documentation publicly available (via video, transcript, etc.) when appropriate.
    - o Maintain a record of all the Center's public activities each year
    - o Create opportunities to transform event materials into political education materials for general use.

This position is full-time and classified as exempt and based in the Bay Area, California. We continue to work remotely for the time-being. Once we do return to in-person work, the position may require a mix of remote and in-person work.

Salary: $80,000-90,000/year, dependent on experience.

Benefits: Full medical, dental, and vision benefits.

We will accommodate the application and interview process for qualified applicants with disabilities.

Women, people of color, people with disabilities, indigenous, queer, transgender, non-binary, gender non-conforming people, and formerly-imprisoned people are strongly encouraged to apply.

To apply, please email a cover letter and a resume to center@politicaleducation.org and include "co-director application" in the subject line.