

## About Greater Greater Washington

Greater Greater Washington (<http://greatergreaterwashington.org/>) builds informed and civically engaged communities who believe in a growing and inclusive Washington region and speak up for livable communities and high-quality education for all. Greater Greater Washington is a District of Columbia not-for-profit corporation. For more, see <http://greatergreaterwashington.org/about>

## Managing Director

Do you passionately enjoy growing small nonprofit organizations and thinking about how to make them sustainable? Do you also care deeply about walkable urban places, transportation options like transit and bicycling, and increasing housing choices for people of all incomes? Do you want to take Greater Greater Washington to its next level of growth?

Greater Greater Washington is growing from an organization with one part-time employee to three full-time employees. This opens up exciting new possibilities but also requires us to build our organization and sources of support to make that level sustainable, and hopefully grow beyond as well. We need a Managing Director to take primary charge of fundraising, staff, and day-to-day office operation.

The Managing Director will:

- Develop, supervise, and mentor the Staff Editor and Community Engagement Manager on a day-to-day basis to ensure that they have a clear work plan and the resources they need to succeed; write regular performance reviews in consultation with the Board of Directors
- Create plans to increase contributed and earned revenue, track existing sources of revenue, and execute on plans with assistance from the Board of Directors and other volunteers
- Manage the daily operations of the organization such as monitoring spending and income, and securing office space, computers, and other basic needs of the organization
- Guide, encourage, and recruit volunteer members of our editorial board to continue to steer the website's direction, contribute content, and handle specific portfolios of responsibilities.
- Work closely with the Founder and President as well as other board members to guide the strategic direction for the organization
- Staff meetings of the Board of Directors and assist the board in recruiting new members

Candidates must have:

- At least four years of experience in small nonprofit organizations including experience with organizational development
- At least three years of experience with fundraising for nonprofits including creating and implementing fundraising plans, ideally including experience fundraising from foundations, corporate sources, and developing earned revenue. Experience with Washington-area philanthropy is a strong plus.
- Proven ability to work with board members and volunteers with a wide range of personalities to keep them engaged and interested and mediate interactions as needed

- Excellent interpersonal skills and strong communication skills
- Talent for thinking strategically and ability to balance immediate and long-term priorities
- Ability to work independently, without day-to-day direction from others, and to work occasional evenings and weekends
- Understanding of and experience with multiple parts of the Washington region in DC, Maryland, and Virginia
- A passion for urban planning and transportation, a deep desire to see more vibrant walkable places in a growing and inclusive region, and some understanding of the policy issues behind it; having regularly read Greater Greater Washington for a substantial period of time is a strong plus

This is a full-time, salaried position. The position involves working with a small team of four people in office space that we will soon secure somewhere in central DC. Preferred start date is September 1, but there can be some limited flexibility for the right candidate. Women and people of color are strongly encouraged to apply.

To apply, please send a resume; a cover letter explaining your interest and qualifications for the position, and why you want to be a part of our team; and two work samples (fundraising, media, marketing, or other written materials) to [jobs@ggwash.org](mailto:jobs@ggwash.org) with “Managing Director” in the subject line.

### **Community Engagement Manager**

Are you as alarmed as we are that Washington, DC is rapidly turning into a place that poor, middle class, and even many upper middle class people cannot afford to live in? Do you want to help us ensure that DC has room for everyone who wants to come live here or stay in the communities where they’ve long lived? Do you enjoy talking to people face to face? If so, you might be perfect to be Greater Greater Washington’s Community Engagement Manager.

The Community Engagement Manager will be able to build an exciting new program for Greater Greater Washington that will involve building relationships, convening conversations, and organizing residents across divides and barriers in DC. The role involves working with people in communities all around the city in person and also helping elevate their voices to a higher level by working with them to create content for the Greater Greater Washington website.

The Community Engagement Manager will:

- Build relationships with neighborhood leaders, Advisory Neighborhood Commissioners, civic association leaders, faith community leaders, and other stakeholders in all eight wards of DC to discuss housing capacity and displacement issues and build coalitions to pursue solutions
- Organize and facilitate conversations and educational events in communities around DC
- Cultivate existing grassroots supporters and locate and engage new supporters through online and offline grassroots outreach techniques
- Experiment with ways to generate content for the website from in-person events, such as written summaries, audio or video, social media roundups, or other content

- Identify people who can and are willing to effectively write about their experiences, their visions, and/or development projects in their neighborhoods from all parts of DC
- Mobilize people to contact District officials and councilmembers, attend community meetings, council hearings, zoning hearings, and other events

Candidates must have:

- At least three years of experience organizing in electoral or issue advocacy campaigns
- Experience working in traditionally underserved communities, ideally including District of Columbia wards 7 and 8
- Ability to attend many community meetings during evenings and weekends
- Proficiency in using social media to reach a wide audience
- An outgoing personality and comfort speaking with people from a range of backgrounds
- Strong writing skills. Experience in media or communications is a plus
- A strong commitment to walkable, inclusive communities and the transportation networks and other infrastructure needed to support them
- Experience in economics, housing finance, community development, or related fields also a plus

This is a full-time, salaried position. The position involves a lot of time in the field and working with a small team of four people in office space that we will soon secure somewhere in central DC. Preferred start date is September 1, but there can be some limited flexibility for the right candidate. Women and people of color are strongly encouraged to apply.

To apply, please send a resume; cover letter explaining your interest in housing capacity in Washington DC, your qualifications for the position, and why you want to be a part of our team; and two short writing samples to [jobs@ggwash.org](mailto:jobs@ggwash.org) with “Community Engagement Manager” in the subject line.