

## **JOB ANNOUNCEMENT:**

Deputy Director - Center for Media Justice (CMJ)  
Oakland, CA



***Note that this is an extension and re-framing of an earlier job opening for Managing Director. People of color are strongly encouraged to apply.***

The Center for Media Justice seeks a seasoned full-time **Deputy Director** with an eye for detail and a passion for effective systems grounded in a strong culture of collaboration and impact. The right candidate is equally comfortable forging big visions for the administration of a mid-size, national, semi-virtual organization while sweating the details of budgets and data and forging a healthy staff team. If you're ready to help build a strong racial justice organization committed to ensuring the right to connect and the power to communicate, this job is for you.

The Deputy Director provides financial and operational leadership, manages our three-member Administrative Team, and coordinates project management at CMJ. Primary responsibilities include organizational budgeting and financial leadership, human resources and project management, and operational oversight.

**Applications due: March 31, 2017**

### **The Candidate**

CMJ seeks a detail-oriented, practical, dependable and thorough leader who leads has a strong analytical mind, can lead with empathy and understanding, and has a passion for racial justice. We want a candidate who has a vision for the institution's structure and the experience to make high-level judgment calls.

### Required Skills, Experience, and Abilities

- 3-5 years experience providing high-level operational leadership to a non-profit.
- Supervision experience and ability to effectively manage a team of staff and contractors.
- Experience applying organizational development best practices.
- Experience managing multiple projects in a fast paced environment
- Experience creating and managing organizational systems for small to mid-sized or emerging nonprofits, including data and project management systems.
- Experience leading budgeting processes and financial strategy.
- Tech savvy, with experience using technology to build a remote staff team.
- Experience with foundation reporting, budgeting, and tracking.
- Ability to deploy thoughtful strategic development and align organizational systems, from technology, to workflow to culture.
- Has an understanding of social justice orgs in the 21st century, and is committed to a racial justice vision and organizations that move it forward.

### Preferred Skills and Experience:

- Understands organizational life-cycles and has experience with a range of organizations
- Is attentive to organizational culture and the emotional development of organizations
- Understands the organizational structure of networks and their administrative needs
- A strong progressive analysis and a commitment to social justice

- Familiarity with racial justice strategies and media rights and representation issues.
- Has focused technical experience with tools like Powerbase, Zoom, NationBuilder, and/or Basecamp.

### **The Position**

The Deputy Director is a 40 hour/week, full-time exempt position, and is supervised by the Executive Director of the Center for Media Justice. Salary is between \$70,000 and \$78,000 DOE with full medical, dental and vision benefits, optional 401(k), a substantial vacation package, and a quarterly personal wellness stipend.

### **Job Responsibilities Include:**

- Lead budgeting and reviews, and direct all aspects of financial management.
- Oversee bookkeeping and financial management, and coordinate the Finance Team. Coordinate grants management.
- Administer membership dues collection and Action Fund allocation.
- Oversee and coordinate annual audit.
- Direct human resources, including personnel policies and hiring, benefits, and more.
- Maintain and update human resources policy manual and compliance practices.
- Direct team activities that ensure a healthy and effective organizational culture.
- Supervise the Administrative Team including the Events Manager and Administrative Coordinator, and manage the contract bookkeeper and other consultants
- Lead organizational development processes, administration and planning, in consultation with the Leadership Team
- Translate organizational priorities into systems that operationalize objectives and activities, and track progress.
- Lead effective annual performance evaluation tied explicitly to intended outcomes.

*This position is based in CMJ's primary office in Oakland, CA. Position to start by June 1, 2017. Applications due: March 31, 2017.*

### **To Apply**

Please submit your resume and a cover letter expressing why your experience, skills, commitment, and vision makes you the right candidate to support and grow the power of the Center for Media Justice. Materials should be sent to [jobs@mediajustice.org](mailto:jobs@mediajustice.org) with the subject line "Deputy Director." Please send PDFs only.

**People of color, women, formerly incarcerated people, LGBTQ individuals, and progressive visionaries are strongly encouraged to apply.**

### **The Center for Media Justice**

The Center for Media Justice (CMJ) is a national media justice organizing and training collaborative led by and for underrepresented communities, and home to our signature project -- the Media Action Grassroots Network. Our mission is to win media rights, access and representation for a more just and participatory democracy. To achieve this mission, we organize a national action network of affiliated organizations, deliver leadership training in communications and cultural organizing, and publish content that elevates the voices of underrepresented communities in debates on media, arts, and technology.