The Opportunity:
Are you a seasoned management professional with a passion for media justice and digital rights? Do you enjoy building organizational teams and finding new ways to collaborate? Are you a creator who knows how to bring an inspired vision to life? If you’re an experienced racial justice leader, with a background in human resources, talent management, and organizational development, and deep familiarity both culturally and strategically with movements for racial justice, Black liberation, queer, trans and migrant rights -- you might be the experienced leader we’ve been waiting for.

The Center for Media Justice (CMJ) is in an exciting period of growth and seeks a Managing Director to join our dedicated and passionate team. The Managing Director will be a mission-focused, strategic, and process-minded leader with experience scaling an organization, leading a team, and developing a high performance oriented culture among a diverse group of talented individuals. The Managing Director will partner closely with the Executive Director and the Leadership Team to chart CMJ’s future growth and strategy and will lead our staff in fostering a culture of accountability and teamwork while ensuring all staff are supported to align their work to our strategic plan and priorities. In addition, the Managing Director will develop, implement, and refine the internal human resource policies and practices necessary to support our growth.

The Organization and Team:
CMJ is entering its 10th year with a bold commitment to creating media and cultural conditions that strengthen movements for racial justice, economic equity, and human rights. To accomplish this, CMJ employs an intersectional approach to democratizing culture and communications through powerful grassroots collaboration. First, CMJ coalesces the political power of constituency-based groups for changes in media and technology public policy and institutional practice. Second, we deliver tools and events to a diverse cross-section of changemakers to ensure U.S. movements for racial justice and economic equity can integrate powerful strategies for communication rights, access, and representation. And finally, our ongoing programs and special initiatives are designed to build long-term progressive movement infrastructure while bringing collective assets and research to bear on immediate political and social issues. Central to accomplishing our mission, work and “wins”, is the nurturing of our dedicated and passionate team through supporting organizational rigor, culture, and politics.

Key Responsibilities:

Organizational Strategy and Development:

- Partner with the Executive Director, Key Board Members and Leadership Team to refine our strategic plan and implement the internal activities and processes to achieve its outcomes,
Lead internal implementation and evaluation processes for organizational strategies and new ideas and, ensure we have the systems in place for accountability and measurement of progress against goals.

Drive outcome and data measurement and support the Executive Director in reporting successes and challenges to the Board of Directors and funders.

Guide the development of CMJ’s organizational staff committees and advisory boards.

Lead internal programming in support of an organizational culture of collaboration, consensus, and commitment grounded in a coherent political strategy.

**People Management:**

- Provide a strong day-to-day leadership presence for staff, guiding, inspiring, and challenging the team and formalizing the systems and tools needed to support them in achieving the organizational mission.
- Direct supervision of 1-2 department support staff (Events Manager and Executive Assistant).
- Oversee the recruitment, orientation, employment, and release of all CMJ paid staff and volunteers.
- Ensure sound human resources practices, including clear job descriptions, and regular, effective supervision sessions and performance evaluations.
- Drive the adoption of standardized approaches to internal meeting agendas, project management, consensus building, change and conflict management.
- Cultivate and integrate our organizational values in order to attract, retain, motivate, recognize, and reward diverse, talented staff and volunteers.
- Partner with program staff and organizational leadership to identify, recruit, and support additional staff and board members.

**General:**

- Regularly participate in staff meetings and organizational retreats
- Regularly complete timesheets, expense reports, and other administrative tasks

**Qualifications**

As the incoming Managing Director, you will possess many, though perhaps not all, of the following characteristics and qualifications:

- You come to this role with at least 10 years of professional experience in organizational management and/or development, including prior success in managing and driving strategy, leading cross-functional teams to high performance, and scaling an organization or program. Leadership experience in a nonprofit, or movement building organization, is required. Experience in a social enterprise setting is considered a plus, but not required.
- You have a demonstrated commitment to racial, gender and class justice, knowledge of communication rights, and a passion for organizational and social change.
- You are a rigorous strategic thinker and problem solver, able to anticipate future consequences and plan accordingly, and you offer the agility needed to adjust strategy and related processes and systems as required by changing circumstances. You can translate big-picture, strategic vision into the day-to-day processes and systems needed to achieve goals.
You offer sound non-profit management skills, including a thorough understanding of project management, human resources, remote workforces; and strategic planning. You are able to balance the delivery of programs against the realities of a budget.

You are able to develop supportive and effective professional learning opportunities and communities.

You bring experience in data-driven decision-making, with knowledge of how to leverage data to inform program design and evaluate programmatic and organizational success.

You are self-directed, entrepreneurial, adaptable, and able to work with people with diverse backgrounds, experiences, and identities to build collaborative and effective teams.

You possess excellent oral and written communication skills and exceptional project management skills.

You lead with a calm, patient, and professional demeanor and demonstrate the ability to make good decisions through a combination of analysis, judgment, experience, confidence, and sensitivity.

You hold university degrees or certifications in business, nonprofit management, organizational development or similar field.

Other Preferred Skills and Experience:

- Familiarity with media justice organizations, networks, leaders and issues
- Experience in facilitation, capacity building, and professional development
- Experience with Salesforce, Basecamp and or G Suite for internal communications and project management

The Position
The Managing 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 $70K - $85K DOE with full medical, dental and vision benefits, optional 401(k), a substantial vacation package, and a quarterly personal wellness stipend. We prefer this be based in the Oakland/SF Bay Area but are open to remote working situations for the right candidate. Position requires the ability to travel a minimum of five times annually; work nights and weekends as needed.

To Apply
Please submit your resume, a cover letter expressing why your experience, skills, commitment, and vision make you the right candidate to support and grow the power of the Center for Media Justice. In addition, please submit a writing sample and additional materials demonstrating your experience with professional development, organizational development, and human resources management. Materials should be sent to jobs@mediajustice.org with the subject line: “Managing Director.” Please send PDFs only.

The Center for Media Justice is an equal opportunity employer and we value diverse perspectives and experiences at our organization. We are committed to ensuring that our organization is fully inclusive and engages with the intersectionality of the communities we serve. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status, or on any other basis prohibited by applicable law. People of color and gender-diverse people are strongly encouraged to apply.