

Program Director
Death Penalty Focus



Application Deadline: August 19 or until filled

Job Description:

Death Penalty Focus (DPF) seeks an experienced, full-time Program Director to oversee and manage DPF's core programs. The Program Director will be based in San Francisco and will report to the Executive Director.

Job Responsibilities:

- Provide overall leadership, management, and support for DPF's program activities including multi-disciplinary campaigns that utilize advocacy, public education, and organizing strategies.
- Guide and advise program staff in the conception and implementation of project and campaign goals, content, strategy and tactics.
- Facilitate resource allocation – both financial and human – balancing and mediating amid the range of priorities and needs of the program.
- Set program related priorities and goals for media relations and other communications strategies and implement these strategies.
- Provide significant leadership to DPF-led or supported political campaigns.
- Work with staff, consultants, board members and others to manage grass tops and grassroots advocacy; Support large volunteer network and chapters.
- Engage 50,000-person supporter base through online and traditional organizing activities.
- Represent DPF in a variety of capacities—as a public speaker, in coalitions, and in meetings with elected officials and civic leaders.
- Work with all staff to identify channels for volunteer engagement and development of new leaders, particularly from communities of color and among young people; Supervise interns;
- Build and sustain partnerships with other organizations and with key sectors and allies.
- Manage DPF's internal and external communications to maximize effectiveness and reach, including the organization's website, email lists, and e-advocacy tools.
- Create educational materials such as brochures, quarterly newsletter, facts sheets, activist tool-kits, and resource packets.
- Assist with development activities (events, appeals, major gift meetings, etc.) as needed.
- Administrative duties may include some data-entry, answering phones, filing, and general office management tasks.

Desired Qualifications:

The ideal candidate will be a sophisticated, passionate, hard-working leader (minimum of three to five years relevant experience) with a proven record of accomplishments related to ending the death penalty. Other qualifications will include:

- Passion for ending the death penalty.
- Strong leadership skills in communicating, listening, guiding and supporting people toward achieving common goals;
- Substantial experience in developing successful public policy, legislative, ballot measure and/or activist campaigns (min. 3- 5 years);
- Demonstrated experience working with traditional and new media, online communications, and

social networking. Experience writing op-eds, blogs, press releases, etc. Knowledge of ethnic media a plus. (min 3 years)

- Experience working collaboratively and effectively with a variety of individuals – attorneys, activists, politicians, diverse communities etc.; Experience working with law enforcement, victims, formerly incarcerated persons, or the faith community a plus.
- Management experience – both supervising staff and managing budgets and juggling multiple priorities and projects effectively;
- Ability to motivate and interact with multi-racial, multi-generational staff, activists and leaders;
- Experience with activist training and leadership development;
- Working knowledge of death penalty issues, both legal and political; Experience with California landscape a plus.
- Excellent communication skills, both written and oral;
- Comfort with analyzing and articulating legal concepts and other complex issues and communicating them to a variety of audiences;
- Personal enthusiasm and optimism, along with a sense of humor;
- Organized and able to develop and manage systems for planning and effective internal communication;
- Able to work quickly, flexibly in an often fast-paced work environment.
- High level of comfort with computers and adapting to new technology. Familiarity with AMP or other website Content Management Systems, familiarity with CRM databases, Wordpress, Democracy in Action, and MS Office Suite (including Powerpoint, Excel, Access) strongly desired.
- Ability to work well independently and with others in a small office environment.
- Ease of initiating new projects; a self-starter.
- Ability to maintain strict confidentiality.
- Bilingual English/Spanish preferred.

Salary/ Benefits:

This is a full-time, salaried position. Salary range is \$45-50K. Some night and weekend work required. Three weeks paid vacation and additional sick time, management time, and generous holidays. Medical coverage. Commuter benefits.

About Death Penalty Focus:

Founded in 1988, Death Penalty Focus is one of the largest nonprofit organizations in the nation dedicated to the abolition of capital punishment through public education; grassroots and political organizing; original research; media outreach; local, state and nationwide coalition building; and the education of religious, legislative and civic leaders about the death penalty and its alternatives. The organization's budget is approximately \$600K, and we have a 5-person office, with 4 additional coordinators who work outside of the office. Our office is located in downtown San Francisco, CA. More info: www.deathpenalty.org.

To Apply:

Please send the following: 1) resume; 2) a one-page cover letter explaining your interest in the position, your qualifications, and why you oppose the death penalty; 3) three professional writing samples (op-eds, meetings requests, campaign emails, etc.); and 4) three professional references to yoko@deathpenalty.org. Applicants who do not include all of three of these documents will not be considered. No phone calls please.