

Job Posting: Coalition Project Director

The Democracy at Work Institute (DAWI) seeks a Project Director to support the NYC Worker Cooperative Coalition effort (the Coalition), for which DAWI is the backbone organization. The Coalition Project Director will co-lead the Coalition's Steering Committee and Work Groups to ensure smooth operations as well as development and implementation of the strategic vision for the Coalition. This position will also support the city-funded Worker Cooperative Business Development Initiative (the Initiative) in various capacities, including planning, collaborations, budgeting and evaluation. The Coalition Project Director will liaison with the Federation of Protestant Welfare Agencies (FPWA), our partner in backbone work, and key partners such as NYC Small Business Services (SBS), elected officials and coalition members.

About the Coalition and the Initiative

The Coalition is a broad group of NYC-based partners working together to align efforts and resources to create and grow thriving worker cooperative businesses that provide good jobs and build community wealth. The Initiative is a smaller subset of groups funded by NY City Council to create and provide technical assistance to cooperatives and to reach new entrepreneurs. After two years of city council funding, there is a tremendous amount of momentum in this effort; Initiative and Coalition members have been meeting regularly to identify shared issues and potential strategies, and working to engage other partners throughout NYC.

About the Job

The Coalition Project Director starts every workday asking, "What can I do to help this Coalition function more effectively and increase its impact?" Applicants should have experience in systems design, leading teams, providing technical support to cross-sector collaborations and moving organizations with diverse approaches and backgrounds toward measurable results. Strong applicants will have experience in program evaluation and analysis of data trends, as well as a general understanding of worker cooperative development and worker ownership strategies. The ideal candidate will also support DAWI's evolution as a collective impact backbone organization, providing a feedback loop to the organization and deepening DAWI's relationship with its key partners while helping move the needle on key NYC Coalition goals.

RESPONSIBILITIES

- **Grow Coalition membership and coordinate strategy:** Co-lead the NYC Worker Cooperative Coalition through a strategic planning process to finalize its structure and determine its collective impact strategy. Recruit and onboard new members, including reaching disengaged communities and constituencies.
- **Coordinate Coalition working groups and steering committee:** Support four working groups to meet, form work plans and execute work. Oversee the development and maintenance of good governance processes, including support for Steering Committee meetings.
- **Support the funded Initiative:** Facilitate working relationships, collaboration, work planning, budgeting process and service quality evaluation and self-evaluation process for funded Initiative members.
- **Impact data:** Support development of impact metrics, and produce/support production of regular impact reports.
- **Liaison with partners:** Meet regularly in working relationship with FPWA co-backbone staff, SBS and key Coalition partners. Build and maintain strong working relationships with key strategic partners: elected officials, agency staff, private funders, allies, etc.
- **Maintain strong collegial communications:** Work with DAWI Communities of Practice team to produce events and trainings for Coalition members. Support regular Coalition communications, social events and relationship-building. Maintain web and social media presence and accessible back-end document storage. Some public speaking and media work to tell story of worker cooperative success and impact.

KEY DELIVERABLES

- Development of a functional multi-stakeholder structure for the Coalition, including regularly meeting working groups and good governance processes;
- Establishment of a Coalition Strategic Plan;
- Coalition partner satisfaction rating of 80% or higher with DAWI's backbone work;
- Development of a business and fundraising plan to ensure sustainability of the NYC Initiative effort;
- Development in coordination with SBS of strong data reporting – trend and baseline data, asset mapping, sub indicator analysis – in areas that span worker ownership;
- Development (with DAWI's communications team) and implementation of messaging in service of the Coalition's goals, and specifically as part of a funding expansion campaign; and
- Development (with DAWI's staff and outside consultants) of a coherent strategy to strengthen DAWI's role as a collective impact backbone.

REQUIRED SKILLS & QUALIFICATIONS

- Experience working in multi-sector collaborations both leading and providing technical support (background in collective impact a plus);
- Project management and facilitation experience;
- Results-driven, innovative, passionate, committed to the mission of DAWI and driven by a desire to connect worker-ownership to economic and community development;
- Strong knowledge of current small business, economic development and workforce development programs, players and providers in New York City;
- Ability to conduct serious research, familiarity with general evaluation and data analysis, qualitative and quantitative methods and the ability to meaningfully translate analytical results;
- Ability to think and act strategically;
- Ability to work independently as well as in a team environment
- Excellent time management and proactive about seeking support and conveying information;
- Strong oral and written communication skills; and
- Impeccable judgment and diplomacy.

PREFERRED SKILLS & QUALIFICATIONS

- Background in employee ownership, cooperatives, or cooperative development
- Bilingual (English/Spanish)

EMPLOYMENT DETAILS

Work Hours: Full-time employee, 40 hours per week

Reporting: To Executive Director until the Director of NYC Strategic Operations is hired
Works with DAWI's Cooperative Ecosystems and Communities of Practice teams

Compensation: Depends on experience, competitive with the field

Benefits: Health care/dental/vision, 403(b) plan, generous paid time off policy, professional development budget

TO APPLY

- Women, people of color and others underrepresented in leadership positions are strongly encouraged to apply.
- **Please submit cover letter, resume and salary requirements to Barb Finnin, hire@institute.coop by May 15, 2016.** Please put job title in subject line of the email. PDF files only.
- We would like to hire as soon as possible and **encourage early applications**. Position is open until filled. No phone calls, please.