POSITION ANNOUNCEMENT
Coordinator for Leadership Initiatives

The Center for Social Inclusion (CSI) is a fast-paced, nimble national policy organization that works to build opportunity for everyone by dismantling structural racism. Using a systems analysis with a race lens, we partner with communities of color and other allies to develop strategies, policy reform models, and relationships to end racial disparity and promote equal opportunity. CSI supports community leaders of color through training in the structural race analysis, strategy development, and multi-racial alliance building; networking; and the Alston Bannerman fellowship programs. For more information on CSI, please access the website at www.centerforsocialinclusion.org

CSI seeks a creative and collaborative mid-level professional with a demonstrated commitment to racial equity to manage our leadership and networking team. The Coordinator will develop and support CSI's training initiatives and capacity building work and will spearhead planning and implementation of a networking and alliance-building strategy engaging Black, Latino, Asian/Pacific Islander and Native American community-based leaders for strategic policy impact. Responsibilities will include leading the development of a strategic plan, creating network building opportunities for CSI fellowship alumni, conducting trainings and facilitating strategic meetings with advocates across the country, cultivating and maintaining relationships with partners and allies, and working with CSI staff to integrate leadership and networking activities into other areas of CSI's work. Strong applicants will be driven and organized and will possess excellent interpersonal, analytic, strategy development, facilitation and training skills. This position requires regular domestic travel.

FULL-TIME: 40 hours per week

ESSENTIAL FUNCTIONS:
The Coordinator's essential functions include meeting CSI's leadership and network-building goals through trainings, facilitation, presentations, network development, and identifying opportunities for strategic integration with CSI's other programmatic work. Essential functions also include cultivating relationships with external partners, supporting fundraising efforts, and conducting relevant administrative duties.

MAJOR DUTIES AND RESPONSIBILITIES:
- Lead strategic development of CSI's leadership and network-building efforts to engage leaders of color to advance transformative policy ideas;
- Develop, design, organize and conduct trainings and presentations on structural racism, strategy development for structural race transformation, multi-racial alliance building and other areas of CSI's expertise;
- Organize and facilitate meetings and other strategic convenings to move programmatic work;
- Collaborate with the Director of Development to design fundraising strategy for leadership and networking initiatives as well as write grant proposals and reports;
- Manage budget for leadership and networking initiatives;
- Identify and build relationships with local and national advocates and funders; and
- Conduct program-related administrative tasks.

SUPERVISION:
The Coordinator reports to the Program Manager and Executive Director.

REQUIREMENTS:
- Demonstrated commitment to social justice and anti-racism work;
- Strong analytical and strategic thinking skills;
- Strong facilitation and training skills;
- Excellent program management skills;
- Outstanding communication skills, written and oral;
- Collaborative with strong social intelligence;
- Ability to work closely with others in a small office environment;
- Proactive, self directed, and able to multi-task effectively;
- Strong preference for a master’s degree in a relevant field of study or a law degree;
- Minimum of five years of relevant work experience; and
- Competent in the use of Outlook, Excel and PowerPoint.

COMPENSATION:
$50,000-$60,000 with excellent benefits

Interested individuals should send a cover letter, resume and three references to Lynda Turet, Advocacy Coordinator, Center for Social Inclusion at info@thecsi.org

The Center for Social Inclusion is an Equal Opportunity Employer. It is our policy to make all personnel decisions without discriminating on the basis of race, color, national origin, ethnicity, creed, religion, gender, sexual orientation, gender identity characteristics or expression, age, disability, marital status, veteran status, or any other protected status.

Applications will be considered on a rolling basis. No calls please.
The application deadline is 12pm Friday, March 4, 2011