

# **JOB OPPORTUNITY: CIVIL RIGHTS CONVENING MANAGER**

## **What**

The California Coalition for Civil Rights (CaCCR or Coalition) seeks a Civil Rights Convening Manager to plan and implement a California civil rights convening in 2009 on behalf of CaCCR. Applicants must submit a project proposal consistent with the goals set forth below as well as applicant's own qualifications. Applicants must also propose an arrangement for where and how they will work with CaCCR.

## **Background**

CaCCR is a statewide alliance of civil rights organizations, activists, educators, lawyers, and advocates who are dedicated to achieving a just and healthy society. CaCCR exists to increase the effectiveness of the civil rights community in California by bringing its members together to develop common priorities, share information, educate the public and facilitate the development of progressive public policy. Established in 1985, the Coalition is one of the oldest civil rights alliances in California. CaCCR holds full membership meetings on a bi-monthly basis, and the Steering Committee meets once between each membership meeting. (see [www.caccr.org](http://www.caccr.org) for a complete list of members).

In recent years, CaCCR has advocated on a wide range of civil rights issues, including diversity in higher education, voting rights, campaign finance reform, judicial independence, marriage equality, fair housing, and police accountability. CaCCR has also made special efforts to provide a forum for debate on the issue of immigration reform, with a specific focus on building unity between immigrant and African-American communities.

Despite years of erosion of civil rights gains at federal, regional, and local levels, civil rights advocates in California have weathered the storm, achieved gains, and are now uniquely positioned to take advantage of the upcoming opportunities with the potential change in administration. CaCCR seeks to take advantage of this pivotal moment by organizing a meaningful forum for the California civil rights community to build connections with one another, clarify our collective goals, and establish a plan for future coordination. Through this process, CaCCR also seeks to strengthen its own network and build the capacity to further support and advance state and national civil rights goals and the agendas of its member organizations. CaCCR, in conjunction with the Leadership Conference on Civil Rights Education Fund, has recently been awarded a grant through the Rosenberg Foundation to turn these goals into reality.

## **Project Description**

CaCCR invites applicants to submit proposals to plan, organize, and implement a 2009 convening on behalf of CaCCR with some or all of the following goals in mind:

- enable strategic networking among key regional leaders in the civil and human rights community;
- develop an effective and truly statewide California voice in CaCCR and build on its historic Bay Area strength;
- foster the importance of outreach and work “across silos” among diverse communities and multi-sector allies – including social justice organizations who have not traditionally identified with the civil rights movement but whose work has significant civil rights implications;

- utilize the experiences of attendees to share best practices and challenges as a way to shape proactive strategic thinking for future work together on issues of significance to the country, region, and state;
- establish a “mentoring” program that connects newer or less-resourced groups with organizations that can partner with and assist in a variety of ways;
- build connections with leaders and advocates from smaller cities and isolated regions where organizers and advocates face hostility and serious resource limitations; and
- strengthen CaCCR’s capacity to sustain consistent, specific action, planned events, and regular exchange among organizations.

The applicant will be expected to do the following:

- work with the CaCCR convening subcommittee or an appointed liaison of the CaCCR steering committee (hereinafter “Convening Subcommittee”) to develop an initial 6 month project implementation plan, including a detailed project budget;
- convene periodic meetings with the CaCCR Steering Committee to discuss project progress, recommended changes to the project implementation plan or budget, and/or proposed modifications to overall project goals;
- oversee or execute day to day responsibilities related to accomplishing the above goals and convening implementation plan with support from CaCCR’s administrative assistant, the Convening Subcommittee, and the Leadership Conference on Civil Rights Education Fund;
- regularly correspond with the Convening Subcommittee on project progress;
- seek review and approval from the Convening Subcommittee on all crucial project decisions;
- along with the Convening Subcommittee, carry out CaCCR efforts to seek further funding for the Project;
- because CaCCR has no office, propose work arrangement that addresses (but is not limited to) the need to work effectively with Bay area-based steering committee and such logistical issues as office space (applicants living in the San Francisco Bay Area may be able to work in an office provided by a CaCCR member organization), computer usage, internet access, long-distance telephone access, and file and document sharing; and
- travel as needed throughout the state to meet with stakeholders and allies and to work closely with the Convening Subcommittee.

CaCCR seeks to launch this project in fall of 2008 and complete this project in approximately one year. In proposing a time frame for the project, applicants should account for a post convening follow up period.

## **Experience Sought**

CaCCR seeks applicants with sufficient experience and statewide relationships to direct a project of significant magnitude. As such, CaCCR prefers applicants to have the following experience and abilities:

- extensive relationships with a broad array of social justice organizations and advocates throughout the state;
- building diverse social justice networks and/or collaborations in California;
- coordinating convening or similar events;
- outstanding judgment, diplomacy and capacity to handle a complex, sensitive, dynamic project with many stakeholders;
- effective communication skills, including effective outreach and advocacy and ability to keep multiple players informed and appropriately involved as project advances;
- track record of moving a project from conception to reality; and
- experience that demonstrates competency to perform the tasks necessary to successfully launch convening.

## **Compensation and Time Frame**

The Applicant must enter into an agreement with CaCCR that may include the following, subject to negotiation and refinement:

- independent contractor arrangement with clear deliverables and expectations;
- six month commitment with prospect of continuation based on successful progress and communication ; and
- commitment sufficient to meet project objectives, estimated at 20+ hours/week.

Compensation based on experience and accomplishments (in the neighborhood of \$20K for first six month project and \$40K on an annual basis if extended) OR indicate a compensation proposal for project along with your compensation history. Potential for increase if team is successful in generating additional resources.

## Contact

For more information regarding this opportunity, please contact CaCCR Steering Committee Co-Chairs:

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*Please send applications via e-mail if possible*

*CaCCR is an unincorporated California membership association. As such, CaCCR does not have 501(c)(3) tax exempt status and will need to work at least initially through a fiscal agent. Applicants are welcome to suggest a California-based 501(c)(3) organization to serve as a fiscal sponsor for the project; CaCCR is also aware of potential sponsors. All work product performed under this project will be considered the property of CaCCR.*