



Eleven Dupont Circle NW, Second Floor
Washington, DC 20036

Program Director, West Coast Office

May 2007

Organization

Alliance for Justice (www.afj.org) is a national association of public interest, women's rights, civil rights, social justice, consumer and environmental protection organizations. Our mission is to lead progressive advocacy and strengthen the progressive movement to ensure robust and equal access to levers of government power.

Founded in 1979, Alliance for Justice works closely with public interest organizations, social service networks, foundations, the legal community, and community-based organizations to energize vibrant and effective citizen engagement in public policy. With a staff of 30, support for Alliance for Justice comes from foundations, individual contributions, an annual event and member dues.

Alliance for Justice's headquarters are in Washington, D.C. with an office in Oakland, CA. The Oakland office was established in 2004 and the person selected will be the second person to lead the office.

Position

The West Coast Program Director supervises staff in the California office and reports to the Director of Advocacy Programs and the Vice President.

Responsibilities

- Lead small staff and office in Oakland, CA.
- Represent Alliance for Justice to public interest organizations, social service networks, foundations, the legal community, and community based

- organizations with the goal of delivering quality program and identifying program opportunities.
- Manage Alliance for Justice programs in western states, primarily California, Oregon and Washington.
 - Manage the advocacy programs for the West Coast states
 - Master the current federal tax and federal election law for tax exempt organizations and translate the material for a non-legal audience. Master CA state law on lobbying disclosure, ballot measure, and campaign finance issues impacting advocacy organization. The candidate will be responsible for continuing their education in all of these areas.
 - Organize and deliver training to nonprofit organizations and foundations regarding federal tax and election laws and California state law that impacts advocacy organizations.
 - Provide technical assistance to nonprofits and foundations.
 - Represent the organization at conferences of nonprofits and foundations.
 - Develop curriculum as required.
 - Write, in collaboration with tax attorneys, relevant technical assistance guides, articles, opeds, regulatory comments and occasional amicus briefs.
 - Develop and implement a fundraising strategy in coordination with the Director of Development
 - Develop and implement a media strategy in coordination with the Director of Communications
 - Recognize opportunities for programs in the region

Qualifications

- JD from an ABA-accredited law school plus admission to CA bar
- 5-7 years of experience in program delivery and management
- 2+ years of fundraising experience
- Evidence of strong leadership skills
- Media Relations experience preferred
- Experience conducting training programs and working with coalitions. Excellent oral and written communications skills, including the ability to write clearly and quickly.
- Excellent interpersonal skills.
- Highly organized and detail oriented.
- Willingness to travel approximately 50-60 days per year.
- Ability to work with a wide range of individuals and interests.
- Knowledge of federal tax and federal election law and experience lobbying for a nonprofit a plus.
- Commitment to social justice causes.
- Ability to work independently and juggle multiple tasks

Compensation

Salary commensurate with experience. Position includes health and other benefits.

Application Process

Mail a resume and cover letter to:

West Coast Program Director Search
Alliance for Justice
11 Dupont Circle, NW, 2nd Floor
Washington, D.C. 20036

Or fax material to:

Fax: (202) 822-6068

Email: alliance@afj.org

Alliance for Justice is an equal opportunity employer.