Advocacy & Convening Manager

Position Profile:
The Meyer Foundation Advocacy & Convening Manager will develop and implement a framework for the Meyer Foundation’s advocacy agenda to promote racial equity in the Greater Washington region. The Advocacy & Convening Manager will also plan, coordinate, and manage Foundation-hosted convenings that bring together stakeholders from the community, nonprofits, philanthropy, government, and business on a variety of issues with the goal of advancing racial equity in the Greater Washington region and amplifying the Foundation’s advocacy agenda.

To Apply:
Please submit an application and upload your resume here.

Salary Range:
$67,000 - $70,000

Responsibilities:
Working closely with the Vice President for Strategy & Equity, the Strategic Communications Manager, and other key staff, as well as in alignment with the Foundation’s values and strategic plan, the Advocacy & Convening Manager will:

- Manage the development of Meyer’s advocacy agenda.
- Proactively identify and develop external relationships with non-profits, movement leaders, business communities, and government agencies to help the Foundation meet our advocacy objectives.
- Identify issues – especially issues related to racial equity and racial inequities in housing, education, and economic well-being – on which Meyer could be an advocate and take a public stand.
- Research issues related to racial equity and racial justice in housing, education, and economic well-being to understand the nuances of each issue, articulate the pros and cons of Meyer taking a public stand on each issue, and to support the Foundation’s development of a point of view on each issue.
- Develop advocacy positions and strategies that are consistent with the Foundation’s values and advance racial equity in the region.
- Evaluate requests from stakeholders and key partners that ask the Foundation to take a public stand on an issue.
• Monitor print, electronic, and social media on policy and advocacy news related to racial equity and racial justice in the DMV, especially as it relates to housing, education, and economic well-being.
• Create and manage systems to track information about key issues and policymakers.
• Draft key messages, position papers, talking points, legislative testimony, letters to the editor, and other items to be used by Meyer Foundation staff and board to promote our points of view.
• Manage Meyer Foundation-sponsored community convenings
• Create and manage an annual calendar for convenings that will advance racial equity in the Greater Washington region and amplify the Foundation’s advocacy agenda.
• Working closely with the VP for Strategy and Equity and the Community Partnerships and Strategy team, clarify the purpose and goals of each convening.
• Plan and manage all details of each convening, including securing a site, inviting and communicating with participants, monitoring RSVPs, planning the agenda, preparing materials, and coordinating all logistics before, during, and after the convening.
• Synthesize discussions from each convening, document needed follow-up, and share learnings with the Foundation and our partners.
• Where appropriate, facilitate planning sessions, break-out sessions, and any other meetings that may be part of the planning process or the convening itself.

Preferred Skills & Experience:

• A minimum of two years' experience of influencing the policy and practice of governments and institutions through campaigning, advocacy, and/or policy development;
• Prior demonstrated written and oral communications skills from which action, policy, or system change was a desired outcome;
• Comfortable with public speaking and meeting facilitation; and ability to write impeccably in a variety of styles;
• Prior experience planning influence and thought leadership events, convenings, and campaigns;
• Familiarity with legislative processes in the Greater Washington region; including experience working with local decision makers (mayors, councils, boards, etc.);
• Knowledge of current racial justice movements and organizations in the Greater Washington region;
• Excellent administrative and project management skills, particularly in an environment with competing demands and overlapping projects;
• Ability to work independently, take initiative, establish and accomplish priorities when faced with multiple tasks, work with and without deadlines, pay close attention to details and logistics;
• Strong computer skills with proficiency in Microsoft Office (Word, Excel, and PowerPoint), web-based communications, social media, and some basic design software knowledge.

Personal Characteristics and Values:

• Committed to the Foundation’s mission and racial equity stance;
• Active and supportive participant in building and maintaining a collaborative and inclusive workplace culture;
• Proven ability to listen, discern challenges, and identify solutions;
• Partnership approach and ability to effectively work with different workstyles;
• An analytical thinker who can apply strategy using a thoughtful and inclusive approach;
• Open-minded and committed to honest and candid conversations and self-reflection about race, racial justice, and equity;
• Able to act with discretion and respect information shared by our partners in confidence;
• Drives their own personal development, committing to new challenges which build capacity for the organization; and
• Enthusiasm for organizational change and patience during any change processes as part of the Foundation’s commitment to ongoing learning and adaptation.

Maintains Commitment to Values and Meyer Foundation’s Community Agreements:

• Apply a racial justice lens: Raise issues of racial equity. Constantly seek to understand disparities and learn why they exist. Examine issues and create solutions through a systems framework.
• Assume positive intent: Proceed with trust and seek to understand one another. Challenge perspectives, not each other.
• Call people in: Avoid calling out – instead, call in. When we call in, we respect where people are and invite them to continue learning.
• Create space for multiple truths and perspectives: Be diligent and patient with self and others. Be willing to step up and step back. Recognize and explore triggers.
• Disagreement can be generative: Understand we will not always agree and that it’s okay. Healthy discussion can generate new ideas when we’re willing to engage and hear differing perspectives.
• Honor different styles of communicating, learning, and processing: Understand that these happen in different ways for different people. Seek understanding if someone’s style differs from yours.
• Name and check assumptions: Use "I" statements and allow "we" to speak. Respectfully call in your peers when an assumption has been shared.
• Recognize power dynamics: Be aware of the existence of power dynamics and how they can be used both positively and negatively, formally and informally. Acknowledge your own privilege and how you use it.
• Seek to expand your growth edge: Look for new opportunities to learn. Be open to perspectives that challenge your own.
• Surface elephants and patterns: Support each other in raising uncomfortable conversations. Hold each other in kindness and rigor, while seeking ways to move forward.
• Thoughtful risk-taking: Call on deep courage and be willing to take calculated risks without fear of failure or being wrong.

About Meyer Foundation

The Meyer Foundation pursues and invests in solutions that build an equitable Greater Washington community in which economically disadvantaged people thrive. We envision a just, connected, and inclusive Greater Washington community in which systemic racism and its consequences no longer exist.

Meyer Foundation Values

Racial Justice & Shared Humanity

We believe racial equity is a moral and justice imperative that benefits all humanity. We are committed to advancing racial equity in all our spheres of influence in the interest of building a just, connected, inclusive future in which everyone thrives.

Solidarity

We recognize solutions to racial injustice are built through the collective efforts of diverse people, perspectives, and sectors; and by shifting power and voice to our community members who have been most directly affected by racial injustice.

Regional Responsibility

We use our resources and relationships to create opportunities, build capacity, and contribute to the strength, resiliency, and equity of the Greater Washington region.

Stewardship

We manage the long-term financial well-being of the Foundation consistent with our beliefs, mission, and vision while acting boldly to achieve racial equity.