

**United Parent Leaders Action Network (UPLAN)**  
**Community Organizing and Family Issues, Fiscal Sponsor and Lead Partner**  
**NATIONAL ORGANIZER**

UPLAN is a national parent-led network of parent leaders and parent leadership organizations united to build a powerful voice to influence policies and programs that matter to low and moderate-income families and children. UPLAN was formed to create national impact. Each UPLAN member organization has grassroots parents in the lead, setting the agenda, building power and working to make change on behalf of children and families. UPLAN currently has three national policy campaigns: 1) increasing access and affordability of child care and early education; 2) promoting *real* parent engagement in education and other family-serving systems; and 3) protecting immigrant families and children.

The National Organizer is supervised by the National Director and is part of a team of 5 employees. UPLAN staff members operate under the oversight of Community Organizing and Family Issues (COFI), UPLAN's fiscal sponsor and lead partner. COFI's mission is to strengthen the power and voice of low- income and working families at all levels of civic life – from local institutions and communities to the city, state and federal policy arenas.

**POSITION TITLE:** National Organizer

**FUNCTION/RESPONSIBILITIES:**

The National Organizer's primary function is to coordinate and facilitate parent organizing work in partnership with UPLAN member organizations and leaders on public policy initiatives. The responsibilities are summarized below.

- Move UPLAN members (both member organizations and individual leaders) into action on issues aligned with UPLAN's policy agenda.
- Virtually convene committees of parent leaders and staff from UPLAN member organizations for strategy and training on public policy campaigns. Emphasis on UPLAN's campaign to increase affordability and access to child care and early education.
- Research and analyze complex policy issues and translate them into meaningful and accessible resource and outreach materials.
- Support parent leaders to participate in national policy and advocacy tables.
- Build and maintain relationships and partnerships with advocacy and research organizations strategically aligned with UPLAN's agenda.
- Conduct one-on-ones with UPLAN members and partners.
- Support capacity building in conjunction with UPLAN's re-granting program to member organizations toward the goal of increasing engagement on UPLAN's policy agenda.
- With UPLAN leadership and member organizations, plan and coordinate the program of national gatherings.
- With UPLAN leadership, plan and coordinate virtual events (e.g. webinars, huddles, town halls) to facilitate sharing and relationships among members.
- Assist in fundraising, including grant proposals, reports, and grassroots fundraising efforts.
- In partnership with UPLAN leadership and communications consultant, assist with digital communications including the website, blog, social media, and e-newsletter.
- Support administrative operations such as tracking data on campaign actions, updating contact information, and coordinating travel and events.

**REQUIREMENTS AND QUALIFICATIONS**

- Bachelor's Degree preferred; High School Diploma required.
- At least 5-7 years of experience in policy organizing, program development, or program management.

- Candidates with fluent bilingual (Spanish and English) verbal and written abilities will be given preference.
- Knowledge, understanding of and commitment to the empowerment of low and moderate-income families. Experience working in diverse settings.
- Experience coaching and training organizers.
- Experience organizing networks or coalitions.
- Experience with fundraising (speaking with foundations, contributing to grant proposals and reports).
- Strong relational skills; ability to build friendly, welcoming rapport with multiple diverse stakeholders.
- Excellent written and verbal communication skills.
- Excellent organizational skills; ability to multi-task, detail-oriented and flexible to manage broad range of responsibilities.
- Excellent computer skills with proficiency in Microsoft Office Suite and Google Suite.
- Creativity, flexibility, and good problem-solving skills.
- Ability to lift up to 25 lbs., to bend, squat, reach above head.

#### **REPORTING RELATIONSHIPS**

- Reports to UPLAN National Director

#### **CLASSIFICATION**

- Exempt from Fair Labor Standards Act
- Full time
- Starting salary range: \$62,000 - \$72,000

#### **OTHER**

- This position can be done remotely. COFI is based in Chicago, IL.
- Domestic travel by plane and motor vehicle required.
- Generous benefits through COFI's policies include health, disability, life, 403(b) with employer match, paid time off, flex benefit, and optional vision and dental.
- Family friendly work environment with flexible hours and family-supportive benefits.
- Women and people of color are strongly encouraged to apply.

#### **HOW TO APPLY**

Please submit a resume and cover letter to [applications@cofionline.org](mailto:applications@cofionline.org) specifying this National Organizer position. You must also fill out the Employment Application by clicking [here](#).

#### **APPLICATION DEADLINE**

Please apply by Monday August 14, 2023.

**COFI is an equal opportunity employer.**