



## NATIONAL COALITION DIRECTOR FEDERAL POLICY OFFICE - WASHINGTON, DC

### ABOUT US

**West Harlem Environmental Action a/k/a WE ACT for Environmental Justice** is a non profit, community-based advocacy organization that works to build healthy communities by ensuring that people of color and/or low income residents participate meaningfully in the creation of sound and fair environmental health and protection policies and practices. **WE ACT is a nationally recognized leader in the environmental justice (EJ) movement** and is known for its work in the areas of children's environmental health; government accountability; and climate, energy and environmental justice. WE ACT's deep roots in the community, track record of policy impact, integrity and reputation are driving exponential growth over the next year, including in our federal policy office.

**WE ACT is the only national EJ organization with a permanent presence in Washington, DC.** Our newly minted five-year strategic plan outlines a federal policy strategy that includes advancing and reforming new national policy, practices and regulations; supporting policy implementation and regulatory efforts of existing policy to ensure accountability; convening coalitions, organizations and researchers to drive a shared national EJ agenda; building a powerful narrative to catalyze a national EJ movement; and serving as a connector, regrantor and technical assistance provider to build the capacity of EJ organizations into a powerful, cohesive national movement.

**WE ACT prioritizes the voices of longstanding community members, communities of color, lower-income communities and, most importantly, those who have been historically marginalized and subjected to environmental and other forms of racism and exclusion.** In accordance with the Jemez Principles, **we believe that communities must speak for themselves.** We work at the intersection of community engagement and activation, policy, research and education. WE ACT leverages our place at the table to push system actors, including elected officials, Big Greens, coalitions and allies to center racial justice and equity.

### ABOUT THE ROLE

**WE ACT seeks a National Coalition Director with a demonstrated passion for justice and equity issues for our Federal Policy Office.** This role reports to the Senior Director of Strategy & Federal Policy. This individual will develop and execute impactful and comprehensive advocacy and government affairs campaigns, including but not limited to through the Environmental Justice Leadership Forum (EJ Forum), an alliance of more than 50 environmental justice organizations based in 22 states, which WE ACT convenes. The EJ Forum was initiated in 2008 in response to the emerging concerns around possible climate mitigation strategies and regulations that were being presented as options to reduce greenhouse gas emissions. These strategies and regulations had the potential to amplify the disproportionate environmental burden on communities of color and low-income people.

By leveraging relationships with WE ACT local members, as well as state and national coalitions and partners, the Director will elevate the most pressing issues to develop and drive the adoption of model EJ policy at the national level in order to remediate, redress and prevent environmental racism. The Director will continue to build and lead the EJ Forum, facilitating alignment on and support of a coordinated national agenda. The Director also takes a leadership role in helping to build the capacity of EJ organizations by overseeing a regranteeing function and providing training around policy, advocacy, communications and fundraising to EJ organizations across the country. These initiatives are designed to ensure that environmental justice organizations are poised to receive funding allocated from across federal agencies (e.g., EPA, DOE, HUD,) using the Justice40 framework. **Key Responsibilities include:**

### ***Coalition Strategy & Leadership***

- In partnership with the Senior Director of Strategy & Federal Policy, facilitate the Environmental Justice Leadership Forum, developing strong one-on-one relationships with all members.
- Establish and formalize the structure and operating procedures for the EJ Forum, including but not limited to developing a calendar of meetings, working group structure, new member recruitment and orientation.
- Maintain a strong and effective working relationship with the WE ACT policy team to communicate and link local and state environmental justice issues with state and federal administrative, legislative and regulatory solutions.
- Facilitate working groups for EJ Forum members based on local, state and federal environmental justice priorities, including those focused on clean air, cumulative impacts and advisory boards.
- Build new organizational relationships that reflect our values and priorities, driving the growth strategy for the EJ Forum that aligns with political realities for advancing equity, justice, climate and environmental policies and practices.
- Engage key leaders, organizations and partners in strategy implementation to build institutional and community buy-in for specific campaigns of the EJ Forum.

### ***Staff Management***

- Supervise the National Coalition Manager, including establishing annual objectives (to support overall goals established in the policy agenda), provide regular feedback and appropriate recognition, conduct annual performance reviews and support ongoing professional development.
- Partner with the Senior Director to determine and manage the federal programs budget, ensuring cost effectiveness and accurate reporting to funders.
- Support overall fundraising efforts related to the EJ Forum agenda and priorities.
- Develop dashboards to track progress and benchmarks against the agenda and proactively produce reports and analyses of campaigns to inform strategies and improve results.
- Routinely report to advisors, partners and funders on activities, campaigns and events, providing quantitative and qualitative analyses to support their oversight and engagement.

### ***Technical Assistance & Training***

- Develop an annual training calendar to support EJ leaders with strategies and tactics for local, state and federal (in-district) engagement, advocacy and community building.
- Lead key training and identify and vet other expert trainers.

- Partner with Communications staff to build and effectively manage a thought leadership program and digital community for EJ Forum members across the country.
- Develop the administrative model to equitably deliver grants to EJ leaders in a way that works to dismantle the traditional power dynamic between funders and grantees.

### ***Policy Research***

- Partner with the National Coalition Manager to analyze advocacy and legislative proposals and produce written materials for policymakers and EJ Forum members.
- Support EJ leaders in increasing local and state advocacy and growing member/stakeholder bases.

### **ABOUT YOU**

The incoming National Coalition Director is driven by their belief in and commitment to WE ACT's vision and mission. Through their track record as a coalition builder and leader, the successful candidate helps to coordinate WE ACT's national coalition and capacity building efforts. The Director builds authentic and lasting relationships inside and outside the organization with coalition members, engaging with them as partners in WE ACT's mission and vision.

The successful candidate is entrepreneurial and self-directed, bringing proven coalition-based advocacy experience in the execution of winning campaigns. This role requires a deep commitment to the principles of environmental justice and the ability to lead and partner with diverse stakeholders around the country. The optimal candidate understands the movement context, possessing a strong grasp of the economic, social and political forces that shape environmental policy in the U.S. This is an externally calibrated role for a professional who has led successful coalitions involving many players to win key fights that improve community health and well-being. The successful candidate will have played a key leadership role in effective networks that are rooted in trust and collaboration across sector, geography and community. **The selected candidate will also possess most of the following *Core and Preferred* qualifications:**

#### ***Core***

- Strong commitment to the mission and goals of WE ACT and a strong passion for solving the climate crisis through environmental justice.
- At least 8 years of increasing responsibility in policy, advocacy, organizing and community outreach work, with a proven track record of executing strategies that generate strong coalitions and successful campaigns.
- Demonstrated experience working across lines of race, class, gender and geography and an analysis of how climate change and energy-related issues intersect with historically marginalized communities.
- Sophisticated understanding of how organized movements create change and accomplish policy objectives, legislative/policy analysis skills and familiarity with administrative, constitutional and regulatory processes.
- Strong oral and written communications skills.
- High degree of emotional intelligence to support collaboration between and among diverse stakeholders.
- Outstanding relationship-building skills with a wide range of diverse external constituencies and diplomatic abilities that build the trust-based relationships necessary for stakeholders to buy in and share accountability for our collective work.

### *Preferred*

- Background in environmental, climate, energy, transportation or civil rights policy.
- Knowledge of environmental policy, particularly as it relates to clean air, clean water, energy and environmental health issues.

### **SALARY & BENEFITS**

WE ACT offers competitive nonprofit compensation and is committed to justice in salary transparency and wage equity. The salary range for this position is \$90,000 - \$110,000 based on experience and qualifications. WE ACT offers a generous suite of benefits, including comprehensive health care (medical, dental and vision), flexible spending account, life insurance, pre-tax transit program, retirement programs and paid holidays and vacation, along with onsite HR support for your benefit needs. WE ACT follows a **3-2 hybrid work policy**, requiring 3 days in the office per week. All staff are fully vaccinated.

### **OUR COMMITMENT TO EQUITY, DIVERSITY & INCLUSION**

**WE ACT is an equal opportunity employer and strongly encourages applications from people of color, women, persons with disabilities and LGBTQ communities.** We are committed to transparent and equitable recruitment, hiring and promotion processes that foster inclusion and belonging. If you've read this job description, are excited by it and can see yourself in this role, we hope you apply. If you need a reasonable accommodation during the application or interview process, please email David Hudson at [david.hudson@weact.org](mailto:david.hudson@weact.org).

### **HOW TO APPLY**

To apply or nominate a candidate, please send to [david.hudson@weact.org](mailto:david.hudson@weact.org) with "National Coalition Director" in the subject line a resume and cover email or letter answering the following:

1. Why are you passionate about environmental justice?
2. Briefly share an example of a coalition that you led. What was its purpose and what did it achieve? What did you learn that you would apply to WE ACT's policy and coalition-building goals?

Submission in a combined PDF or Microsoft Word file is preferred. This position is open until filled and applications will be reviewed on a rolling basis.