



PROGRAM DIRECTOR

ABOUT SOJOURN STRATEGIES

Sojourn Strategies is an innovative social impact consulting firm that helps clients solve critical social and political justice issues through the creation and execution of culturally relevant and values-centered campaigns, research and projects. Our focus areas include Campaign & Political Strategy, Project Incubation & Management, Research Design & Analysis, and Policy & Political Expertise. Our work is focused on client partnerships that create a more equitable, representative, diverse and welcoming community.

Sojourn Strategies is committed to diversity, equity and inclusion; we are passionate about building and sustaining an inclusive and equitable workplace. As a remote organization, we are not bound by the barriers of location; we engage talent and expertise from around the country. We're an equal opportunity employer, and we don't tolerate harassment or other discrimination based upon sex, sexual orientation, gender identity, marital status, caregiver status, pregnancy, military or veteran status, race, color, religion, national origin, place of birth, ancestry, age, physical or mental disability, genetic information or any other legally protected status.

ABOUT THIS ROLE

Reporting to the Founder, the Program Director will work closely with clients to facilitate their relationship with Sojourn Strategies, ensuring goals and objectives are met in a timely manner and with the highest level of quality. As the team grows, the Program Director will manage team members including hiring, training, performance management and quality control.

This role will primarily focus on projects related to campaign advocacy, coalition organizing & political strategy for clients and partners. The work will include significant engagement in direct issue campaign advocacy and collaborative coalition building with national, state, and local social justice organizations and leaders. Our work centers on voting rights & democracy, civic & political engagement, economic justice and other related social justice issues, so experience in and a strong passion for these areas as well as deep campaign experience is key.

The Program Director will scope projects, develop proposals, allocate resources, engage in project work, and communicate regularly with clients, external partners, and Sojourn Strategies colleagues. Proven experience translating client needs into detailed, realistic project plans, anticipating obstacles and developing effective solutions, and communicating in the methods best suited to the project are essential.

A passion for social justice and a history of active participation in promoting diversity, equity, inclusion & justice is essential, as our work centers around these areas. Proven experience in project facilitation, meticulous attention to detail, and effective client-facing communication are fundamental to the success of this position.

This is a full-time exempt position with an annual salary range of \$90-\$110k. Sojourn Strategies is a fully remote team and the majority of work can be done from home; some travel may be required.

ESSENTIAL JOB FUNCTIONS

- Actively supports Sojourn Strategies social justice mission. Stays informed of current events and actions that impact social justice, democracy, equity, and inclusion.
- Supports and advises issue campaigns and coalition building for Sojourn Strategies clients and partners.
- In collaboration with the Founder, advises on program development and projects to support organizational goals.
- Facilitates and leads intake meetings with clients. Develops goals and objectives for assigned projects. Ensures project timelines and milestones meet goals and objectives. Performs project evaluations.
- Facilitates communication between Sojourn Strategies team, external partners, consultants and clients via phone, email, etc.

- Accurately performs tasks including research, information gathering, data analysis, etc. in support of project objectives.
- Manages multiple responsibilities concurrently. Proactively communicates status updates and potential roadblocks.
- Manages team members and consultant relationships as directed.
- Develops and maintains systems to support organizational goals and Sojourn Strategies client relationships.
- Reviews all research materials developed by staff/consultants for quality, tone and accuracy.
- Other duties as assigned.

JOB QUALIFICATIONS

- 6+ years of project and/or campaign management experience, including program strategy, development and implementation.
- 4+ years experience effectively managing people and leading teams.
- 4+ years active engagement in social justice initiatives, coalitions, campaigns, and/or advocacy.
- Experience working on civic engagement, ballot initiatives, and/or candidate campaigns a plus.
- Proven strategic leadership and agility, with the ability to focus on goals and objectives.
- Exceptional organizational skills and dedication to timely, high-quality deliveries. Ability to train this in others.
- Ability to organize, summarize, and clearly present data in a variety of mediums to meet/exceed client expectations.
- Excellent oral and written communication skills.
- Ability to maintain confidential client data.

PAY & BENEFITS

The Program Director will earn a competitive annual salary ranging between \$90,000-\$110,000 (depending on experience) and additional benefits including:

- Medical, dental, and health & wellness plans
- Retirement plan, including a company matching program
- 3 weeks paid personal leave (combined vacation and sick)
- Resources for professional development and training
- 8 paid holidays + winter holiday annually

HOW TO APPLY

To apply, send resume and cover letter to jobs@sojournstrategies.com