



PROGRAM MANAGER: CAMPAIGNS & ADVOCACY

ABOUT SOJOURN STRATEGIES

We are a Black woman-owned and all-women-run social impact consulting firm with equity and justice at our core. Using a people-centered approach, we partner with change-makers to drive impact through Social Impact Campaigns & Strategy, Research Advising, Design & Execution, and Philanthropic Advising & Evaluation. Our team has launched groundbreaking national projects such as the first-ever prosecutor accountability hub that led to the election of progressive criminal justice reforms from Philadelphia to Chicago. We've also supported some of the most expansive state-level pro-democracy wins in the past decade.

CULTURE + RIGOR = IMPACT

An underlying value of our work is a commitment to strategically build a more equitable and inclusive democracy. We believe that when we lead with values and community we can create real and sustainable change that moves our world towards equity and justice.

OUR VALUES

- *People-first*
- *Measurable impact*
- *Diverse voices & perspectives*
- *Inclusion & collaboration*
- *Actionable hope*

You can learn more about our values, clients, and projects on our website: sojournstrategies.com

THE ROLE

The Program Manager: Campaign & Advocacy will apply their experience as a strategist to support issue advocacy campaigns and social justice projects. The Program Manager will work closely with clients and Sojourn teammates to ensure goals and objectives are met on time and with the highest level of quality. Reporting to the Managing Director, the Program Manager will facilitate and actively participate in client projects related to issue campaigns, civic engagement, and policy initiatives, including contributing to campaign design and strategy, information gathering and policy research, coalition building, and project tracking and management to ensure project momentum and deliverables are met.

The mission of our Campaign and Advocacy team is to move campaigns and projects that strengthen democracy, expand the power and capacity of social justice organizations, move programs that build political power for those who have been historically marginalized, and drive tangible wins that people can feel in their everyday lives.

The work requires someone willing to think creatively and strategically to drive tangible change. 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 management, meticulous attention to detail, and effective client-facing communication are fundamental to the success of this position.

ALL TEAM MEMBERS

- Actively support Sojourn Strategies' social justice mission. Stay informed of current events and actions that impact social justice, democracy, equity, and inclusion.
- Contribute to our positive team culture:
 - o Communicate with team members in an open, honest, respectful, and supportive manner.
 - o Share and receive feedback regularly & graciously.
 - o Actively participate in weekly team meetings, team retreats, and professional development workshops.
 - o Approach challenging situations with curiosity over judgment.
 - o Ask for and offer support as needed.
- Communicate effectively in our brand voice via phone, email, client deliverables, and other written communications; this includes ensuring all correspondence and work products are of high quality including proper grammar, clarity, and integrity.

- Understands we are a small firm with an all-hands-on-deck team; no task is too small and responsibilities may evolve as project needs do.
- Effectively manage multiple responsibilities and projects concurrently with an ability to prioritize tasks to meet deadlines. Proactively communicate status updates and potential roadblocks along with proposed solutions.
- Protect the organization, our team, and our clients by following all safety and cybersecurity protocols.

PROGRAM MANAGER ESSENTIAL FUNCTIONS

- Designs and supports issue advocacy and electoral campaigns at the state and federal levels.
- Supports and helps build diverse organizational coalitions and collaborations in support of policy and issue campaigns.
- Conducts policy and issue research to support campaign strategy development and implementation.
- Develop and manage project timelines, resources, and milestones to meet goals and objectives.
- Accurately perform project tasks including communication, status reports, campaign research, and strategic analysis.
- Draft, revise, and finalize decks, reports, campaign plans, memos, presentations, and other client deliverables.
- Actively maintains productive, collaborative, and professional relationships with clients and partners.
- Participates in intake meetings with clients, and contributes to project evaluations.
- Makes recommendations to support continuous improvement of project management practices.
- Represent Sojourn at client engagements, as needed, ensuring the organization is reflected in a professional manner.

QUALIFICATIONS

- 5+ years working on social justice-centered issue advocacy, electoral, or organizing campaigns.
- Strategic, creative approaches that move initiatives to impact.
- Proven organizational skills and dedication to timely, high-quality deliverables.
- Strong project management skills with a proven ability to ensure various, distinct parts of a project or campaign are executed effectively.
- Ability to manage multiple competing projects and manage priorities.
- Experience working with diverse coalitions and organizations.
- Excellent oral and written communication skills, including the ability to write with clarity and quality.
- Commitment to safeguarding confidential and sensitive client data.
- Functional computer skills and working knowledge of Google systems, CRM, and project management software.
- Commitment to Sojourn values and organizational culture.

PAY, BENEFITS & LOCATION

This is a full-time salaried position averaging 35-40 hours per week.

Program Managers earn a competitive compensation package including a salary in the range of \$60,000-\$80,000/year. The final salary will be determined based on years of experience, geographic location, and the final job description.

Additional benefits include

- Medical and dental insurance
- 3 weeks accrued paid personal leave (vacation and sick)
- 8 paid holidays + winter holiday break
- Retirement plan, including a company matching program
- Resources for professional development and training

Sojourn Strategies is a fully remote team and the majority of work can be done from home or another location; some travel may be required, approximately 2-4 times per year.

HOW TO APPLY

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

Sojourn Strategies is committed to diversity, equity, inclusion & belonging; we are dedicated to building and sustaining an inclusive, equitable workplace. 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.