Digital Organizer / Digital Organizing Manager

Reporting To: Director of Organizing and Advocacy
Location: Remote - travel up to 10%

About Zioness: Zioness is a coalition of Jewish activists and allies who are unabashedly progressive and unapologetically Zionist. We are a national grassroots organization fighting for the advancement of social, racial, economic, environmental and gender justice in America. We do this work as proud Zionists, fighting as well for the inclusion of Zionists in social justice spaces, because Zionism is itself a progressive value: the movement for liberation and national self-determination of the Jewish people in our indigenous homeland.

Role Description: The Digital Organizer or Digital Organizing Manager will build and grow the Zioness organizing program, focused on our digital organizing community, cultivating volunteer leaders, and activating our volunteer base. This individual will help recruit, train, mobilize, and oversee a distributed network of Zioness activists.

In the Manager role, this individual will also manage organizing programs and strategy, develop and run digital trainings, and oversee the implementation of a leadership cultivation pipeline.

Ideal candidates are experienced in activism, organizing, recruitment, and customer service; they bring a deep passion for progressive issues as proud Zionists; and they are able to inspire and empower others. For the Manager role, ideal candidates also have a leadership background and are skilled in project management and leadership cultivation.

Key Responsibilities

Recruitment and Retention

- Support the development and implementation of national recruitment strategies to bring new Zioness activists into the movement.
- Execute outreach for digital and -in person event attendance including follow-up emails, event reminders and volunteer management in Mobilize and EveryAction.
- Collaborate with staff and volunteers to ensure newly engaged individuals are effectively onboarded and integrated into Zioness' work.

Data Management and CRM

- Manage volunteer data and communications in EveryAction and Mobilize, including community segmentation and targeted outreach to key segments of the Zioness audience.
- Work with the Director of Organizing and Advocacy to coordinate schedules of Advocacy Action Alerts and Social Media Posts.

- Partner with Chief Impact Officer to create and manage scalable systems for tracking participant engagement, training outcomes, and community impact; draft reports for Zioness leadership and Board.
- Other tasks as needed, including social media-related tasks, research, and spreadsheet and database management.

Community Engagement

- Develop volunteer guides and best practices to support organizing efforts and manage volunteers.
- Monitor the digital organizing space and ensure community members are following community rules; cultivate and train volunteer moderators to manage online spaces.
- Identify, cultivate, and train volunteer leaders, including moderators, project leaders, regional leaders, providing guidance and support for sustained involvement and leadership growth.
- Develop and facilitate regular meetings, digital trainings, and community events that empower volunteers to grow their chapter and take meaningful action consistent with the Zioness mission.
- Serve as a point of contact and mentor for local group leadership.

Training and Events

- Support the planning and execution of the **Zioness Webinar Training Series**, including recruitment, confirmations, hosting, content modification, and post-training follow-up.
- Develop toolkits, digital resources, and other materials to support self-organizing and decentralized activism, and ensure alignment with Zioness' mission and organizing strategies.

Management (For Manager Role, in addition to the above):

- Track recruitment performance and identify strategies to improve each stage of the recruitment funnel to drive growth.
- Use data systems to identify inefficiencies and scale strategies that are working.
- Manage a leadership development pipeline (moderators, chapter leaders, etc.) and directly mentor and manage key volunteer leaders.
- Build systems for sustained volunteer engagement and advancement.
- Establish best practices for community health, growth, and retention.

Qualifications

- 2+ years of experience in grassroots organizing, member recruitment/ retention, and event management.
- Experience in public speaking, virtual facilitation, leadership roles and managing others strongly preferred (required for the Manager role).
- Experience with making outreach calls, engaging with new members, providing customer service-type support.
- Experience tracking and reporting relationships via organizational CRM best practices.

- Excellent interpersonal, written, and verbal communication skills, with proficiency in social media, Slack, and other digital tools to drive both online and offline engagement.
- Capable of producing results with minimal oversight, embracing a start-up mentality with a willingness to tackle diverse tasks and support team efforts.
- Experience with Google Workspace, CRM tools such as EveryAction, Mobilize, email marketing platforms, Slack, video conferencing software (e.g., Zoom), and social media platforms, with experience in developing and implementing creative strategies to attract and engage new constituencies.
- *For Manager candidates:*
    - Demonstrated experience leading teams, managing people, and driving performance.
    - Ability to coach others, set priorities, and ensure strong execution across recruitment and engagement efforts.

Core Competencies

- Deep passion for progressive issues with a confident Zionist identity.
- Self-starter; highly organized and capable of managing multiple concurrent projects with strong attention to detail.
- Collaborative, empathetic, and adaptable, with a commitment to empowering others and building rapport with volunteer members; enjoys working directly with people.
- Understands they're part of a "start-up" organization; comfortable with an all-hands-on-deck approach and prepared to be asked to tackle items that aren't specifically outlined in the job scope. All Zioness staff commit to being team players who will fill in gaps as needed.
- Ability to thrive in a fast-paced environment, with flexibility for non-traditional hours and a commitment to embodying and representing Zioness' values at all times.

Compensation & Benefits:
This is a full-time, non-exempt position with salary determined by experience and level:

- **Digital Organizer:** $65,000 – $75,000
- **Digital Organizing Manager:** $75,000 – $90,000

This role includes fully covered health insurance, including vision and dental, and offers the flexibility to work from home anywhere within the contiguous United States. Employees receive ten days of discretionary paid vacation and six paid sick days annually, along with paid time off for federal and Jewish holidays. The benefits package also includes paid family leave, access to a 403(b) retirement plan, and a $1,000 annual technology stipend.

Equal Opportunity Employer: We are an equal opportunity employer and are committed to cultivating a team that reflects the rich diversity of the population we serve. We do not discriminate on the basis of race, color, national origin, religion, age,

sexual orientation, gender identity or expression, marital or domestic partner status, veteran status, medical condition, mental or physical disability which would not prevent the performance of essential job duties without reasonable accommodation.