Muslim Justice League - Deputy Director Position

Muslim Justice League is looking for someone to join our team as Deputy Director. The ideal candidate has experience in community organizing, enjoys working in coalition or collective spaces, and has experience in or excitement about co-leading and growing a grassroots organization.

Muslim Justice League (MJL) is a 501(c)(3) non-profit that organizes and advocates for communities whose rights are threatened under the national security complex. MJL was founded on the principles that discrimination towards any group endangers the rights of all and that Muslim advocacy is an essential force for promoting justice. Led by Muslims, our organizing brings justice for ALL communities deemed “suspect.” MJL’s organizing centers communities who are heavily impacted by surveillance and policing in the US. While we focus predominantly on Massachusetts, and especially Boston, we also lead a national advocacy effort – the #StopCVE National network.

Position Summary

The Deputy Director plays an integral role in advancing the mission of MJL, a locally-driven non-profit nationally recognized for its strong impact. The Deputy Director focuses on both operational support alongside the Executive Director (ED) as well as community organizing and advocacy projects. You would co-create organizational strategy with the ED and work in local and/or national coalitions on campaigns.

The role requires vision and strategy, well-honed people skills and project management, ability to learn new software platforms and use social media, careful attention to accurate record-keeping, and a strong passion for social justice. This position is a great fit for someone with organizing or advocacy experience who would also like to grow their management skills.

This position is based at MJL’s office in Boston, the Deputy Director also often works off-site — generally in Massachusetts but occasionally in other states — in order to present workshops and participate in other meetings and events. This position reports to the Executive Director, oversees some interns and volunteers and, as MJL grows, may supervise additional staff (e.g. the community organizer).

Leadership & Operations:

- Collaborate with ED on organizational development, strategy, and culture. Assist with strategic decisions, financial oversight, and administrative duties. Serve as partner and back-up to the ED.
- Lead one of two key fundraising areas based on your experience and interest:
  - Grants includes identifying grant opportunities, repairing grant applications and reports, and communicating with foundations.
  - Major fundraising includes leading large fundraising events (e.g. annual Be Seen, Not Watched party), annual appeals, and major donor strategy.
- Manage volunteers, interns, and/or other staff by supporting their leadership development, advising on their projects, and assisting them as needed.
Organizing & Advocacy:

- Lead in 1-3 areas while supporting other projects as needed. Based on your expertise and interests (as well as those of our other staff) you can choose which of our current MJL campaigns or organizing projects to focus on: Health Justice Team, Donor Advised Funds/Unmasking Fidelity, Building Muslim Power, StopCVE National, Defund BosCops.
- Create and facilitate engaging workshops for a variety of audiences. MJL workshops are educational, creative, and drive participants to become more involved in organizing or to support specific campaign actions.
- Assist with research and analysis on a range of issues by staying up to date on trends in criminalization, surveillance and policing, and connecting them to our work.
- Create communication materials such as MJL monthly emails, campaign materials, annual reports, reports for MJL’s Board of Directors, and community education materials.

The ideal candidate for this position is passionate about MJL’s work, has strong project management skills, and is excited to be part of a collaborative and strong team of organizers. You are emotionally adept, driven, and able to lead multiple areas simultaneously. You can step in for the Executive Director, make difficult decisions, and drive our work forward. Your vision aligns with our mission and you can create strategies that grow our organization and the movement. You are also familiar with and excited about organizing against policing and surveillance while building stronger communities.

Desired skills and experience include: at least three years in organizing/advocacy, experience managing or leading teams, connections to communities impacted by policing and surveillance, strong communication skills (writing and public speaking), willingness to work occasional evenings/weekends and travel. Bonus skills: fundraising, fluency in additional languages, or communications experience.

Location: You would need to live in the greater Boston area and would be expected to work in our office in Boston. Given COVID-19, you likely would begin this position working remotely from home.

Salary and benefits: $48,000 annual salary and $360/month towards health insurance. We offer 25 paid days off per year, all Massachusetts holidays (11), and 2 holiday days of your choosing. While you will need to work some evenings and weekends, we urge staff to work no more than 40 hours per week.

To apply: Please send your resume, references, and a cover letter in PDF format to jobs@muslimjusticeleague.org. In your cover letter, please address your interest in MJL’s mission and make the case for the relevance of your experience to the key areas of focus. Applications will be reviewed on a rolling basis with priority given to those received by August 14, 2020 (but the position will remain open until filled).

MJL is an equal opportunity employer committed to nondiscrimination -- in hiring decisions and the work environment -- on the basis of race, color, religion, sect, sex (including pregnancy and gender identity), sexual orientation, national origin, disability, genetic information and all other classifications protected by law.