

## Issue Campaigns Manager for Campus Progress

Reports to:	Director, Campus Progress
Department:	Campus Progress
Staff reporting to this position:	Two Outreach and Organizing Associate Managers report both to this position and to another supervisor
Classification of position:	Exempt, Full-Time

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**Summary:** The Center for American Progress has an immediate opening for an Issue Campaigns Manager for Campus Progress, the Center's comprehensive effort to strengthen progressive voices on college and university campuses nationwide and to empower new generations of progressive leaders. The Issue Campaigns Manager is responsible for selecting and providing support to student-run grassroots campaigns; planning national issues campaigns; managing contacts with external organizations and building and working in issue-based coalitions; and acting as a spokesperson for Campus Progress in written materials, in public forums, and with the news media. The Issue Campaigns Manager also will participate in planning and implementing Campus Progress conferences and events and in the editorial work of our web publication, CampusProgress.org. (This position, whose incumbent is leaving in August 2006, was formerly called Policy and Advocacy Manager.)

### Job Responsibilities:

- Manages Campus Progress's Action Grant program, including selecting and disbursing grants to student-run campaigns and providing media and strategic guidance to grantees;
- Manages Campus Progress's national issue campaigns, from development to implementation, including producing issue analyses, policy proposals, campaign messages, campaign strategies, and advertising and other creative materials;
- Represents Campus Progress in partnerships and coalitions of diverse organizations seeking to educate the public on issues;
- Works with elected leaders and other government officials to promote public awareness on issues;
- Represents Campus Progress on issues and as an organization to print and electronic news media and at public forums;
- Drafts articles, op-eds, and other written materials on issues of interest to students and young people;
- Contributes editorial content and vision to the CampusProgress.org web publication;
- Drafts Campus Progress promotional materials, fundraising materials, and other communications articulating the purposes of Campus Progress;
- Participates in planning and implementing Campus Progress conferences and events;
- Assists in both the substance and mechanics of designing and preparing Internet mailings, web forms, posters, advertisements, and other communications; and
- Coordinates Campus Progress advocacy with Center for American Progress advocacy efforts.

### Job Requirements:

- Exceptionally strong writing, research, and analytical skills;
- Creative vision;
- Strong organizational and management skills;
- Demonstrated ability to exercise good judgment;

- Ability to work with coalitions of diverse groups and find common ground;
- Experience in two or more of the following: policy, activism, politics, communications, journalism, Internet publishing;
- Ability to work under pressure and tight deadlines; and
- Commitment to the mission and goals of Campus Progress and Center for American Progress.

**Job Qualifications:**

- Bachelor's degree;
- Two or more years of advocacy, policy, and/or communications experience;
- Project management experience;
- Campaign and non-profit experience a plus; and
- Experience working with 501(c)(3) and 501(c)(4) organizations a plus.

*The Center for American Progress provides a very competitive compensation and benefits package.*

*The Center for American Progress is an equal opportunity employer*

For more information on the Center for American Progress, please go to [www.AmericanProgress.org](http://www.AmericanProgress.org)

To apply, simply e-mail your Word resume and cover letter attachments to: [Jobs@AmericanProgress.org](mailto:Jobs@AmericanProgress.org).  
Or you may write to:

Center for American Progress  
Attn: Human Resources Department, Campus Progress Search  
1333 H Street, NW, 10<sup>th</sup> Floor  
Washington, DC 20005

In your correspondence, please reference the exact title of the job you are applying for in the subject line. This announcement will remain posted until the position is filled. No phone calls please.

Please note that only those individuals whose qualifications match the current needs of the organization will be considered applicants and will receive responses from the Center for American Progress.

The Center for American Progress comprises two separate corporate entities, the American Progress Action Fund and The Center for American Progress. Both the American Progress Action Fund and The Center for American Progress are national organizations with the same overall mission, and share office space and employees. The Center for American Progress has two separate corporate entities in order to do a broad range of work to protect civil liberties. This job posting refers collectively to the two organizations under the name "The Center for American Progress."

Thank you for your interest in the Center for American Progress.