



NFFE (National Federation of Federal Employees, IMAW, AFL-CIO)

- **Organizing Director, NFFE Headquarters, Washington, D.C.**

**Date of Posting:** August 11, 2023

**Close of Posting:** September 15, 2023

**Anticipated Start Date:** October 2023

Founded in 1917, the National Federation of Federal Employees (NFFE) is America's first federal employee Union. NFFE fights for economic justice for the workers who care for our cherished veterans, keep our military equipped and ready, maintain our national forests and parks, ensure the integrity of the U.S. passport, and provide countless other services that are vital to the American people. NFFE represents 110,000 federal employees nation-wide and is affiliated with the IMAW and AFL-CIO.

**Objective:** NFFE is seeking to fill its National Organizing Director position. The successful applicant will work independently on a broad range of union organizing issues and efforts.

Reports to the NFFE National President.

**Duties:** The Director serves as NFFE's primary contact point for all internal and external organizing efforts. Serves as the point of contact for National Business Representatives (regional field staff), Councils, and Locals for recruiting and organizing efforts.

In consultation with the NFFE National President, develops and updates organizing tools, programs, and strategies for membership development. Continuously monitors the status, costs, and outcomes of multiple short-term and long-term organizing efforts. Identifies recruiting opportunities and initiates those projects as appropriate. Manages organizing campaigns and advises staff on same. Engages in active recruitment of new members and new locals through site visits and long-distance coaching and education. Develops and updates recruiting and membership materials. Provides semi-annual reports on recruiting project costs and resulting new membership numbers. Monitors membership numbers, identifies Local changes in membership numbers and discusses associated opportunities with union field staff. Provides annual organizing performance data to the NFFE National President.

**Qualifications:** Applicants must be well organized, demonstrate excellent project management skills. They must work well with others while holding them accountable for results. They must possess good oral and written communication skills and be able to function independently with minimal supervision. They must believe in the value of unions and be able to persuade others of that value, feel comfortable interacting with the union's leaders, members and potential

members. They must have the ability to multi-task and meet tight deadlines. They must have good record-keeping skills, including good skills in managing data in Microsoft Excel.

**Pay:** \$80,000 - \$110,000 (based on level of experience).

**Benefits:**

Health and dental benefits, a defined-benefit pension plan, voluntary 401k plan, paid annual and sick leave, metro benefit, and more.

**How to Apply:**

Please submit a resume, cover letter, and writing sample to:

NFFE

Jai Atkins, Assistant to the President

1225 New York Ave., NW

Suite 450

Washington, D.C. 20005

Email: [jatkins@nffe.org](mailto:jatkins@nffe.org)