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Position Announcement  
Texas For All Education Fund Two-Year Fellowship

September 2023

**Texas For All Education Fund Two-Year Fellowship Description**

**Organizational information:**

The Texas For All (TX4ALL) Education Fund is a coalition made up of progressive and justice-oriented c(3) organizations and advocates. The TX4ALL c(3) coalition is focused on building collective power in Texas. The TX4All Education Fund is a collective effort that is led by a steering committee made up of c(3) organizations in Texas including: Texas Organizing Project (TOP), Texas Freedom Network (TFN), Workers Defense Project (WDP), ACLU Texas, MOVE Texas, Deeds Not Words, Transgender Education Network of Texas (TENT), IDRA, Equality Texas, Planned Parenthood Texas Votes (PPTV), and Every Texan.

Every Texan serves as the fiscal sponsor for this project, and the TX4All c(3) Fellow will be an employee of Every Texan. At Every Texan, we envision a Texas where people of all backgrounds can contribute to and share in the prosperity of our state. Unfortunately, not all Texans can access the conditions they need to thrive. We believe one of the most effective ways to advance social justice is to strengthen public policy. We are deeply committed to policy solutions that advance racial, ethnic, and gender equity, to expand opportunity for every Texan. You can learn more about our work at [www.everytexan.org](http://www.everytexan.org).

Every Texan is an equal opportunity employer committed to inclusive hiring and dedicated to diversity in our work and staff. We do not discriminate in employment opportunities or practices based on actual or perceived race, color, religion, national origin, sex, age, marital status, sexual orientation, gender identity or expression, pregnancy, childbirth or related medical conditions, veteran status, uniform service member status, disability, or any other characteristic protected by law. Women, people of color (including multilingual and multicultural individuals), LGBTQ+ people, and people with disabilities are encouraged to apply. Every Texan is a unionized workplace.

**Position Summary:**

TX4ALL seeks a skilled coordinator to support the coordination and strategy of the TX4ALL Education Fund. The Fellow will report to the Director of Community Engagement and Advocacy at Every Texan, serve on the Community Engagement and Advocacy Team, and work closely with the Texas For All Education Fund Steering Committee.



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The TX4ALL Fellow will be responsible for moving the strategy of the coalition forward as informed by the direction and leadership of the steering committee and coalition members.

The ideal candidate has a strong understanding and commitment to the power of people in the policymaking process, specifically those who are most impacted. They create an environment in which people and groups on the margins can engage in our theory of change. They have a deep commitment to social justice and racial, ethnic, and gender equity.

The applicant has strong interpersonal skills, with an ability to work respectfully, collaboratively, and effectively. The candidate communicates clearly both verbally and in writing and is able to engage with a wide variety of stakeholders with diverse backgrounds and life experiences. They are a problem solver who is able to demonstrate initiative, professionalism, creativity, and a keen eye for detail and organization. They have a high level of organizing experience and have worked on state-level efforts. This leader has demonstrated commitment to working closely with diverse communities and has strong coordination experience. They practice equitable, sustainable, and results driven project management and create the conditions for colleagues to thrive.

#### **Roles and Responsibilities:**

- Lead day-to-day planning tasks, coordination, and execution of TX4ALL Education Fund in coordination with the steering committee and in alignment with the strategic plan.
- Develop and build trusting, authentic, and reciprocal relationships across lines of identity and power with key partners, organizations, and leaders at the state and local level.
- Serve as a thought leader and key strategy partner to partner stakeholders at the highest leadership levels, including Executive Directors of coalition partners.
- Support TX4All's strategy by identifying, designing, and executing offline and digital tactics and efforts in collaboration with coalition partners.
- Identify new funding opportunities and lead the coordination of funding proposals, reports, and funder stewardship with support from Every Texan's Community Philanthropy team.
- Travel (may include driving and flying) across Texas to support this strategy, pending COVID-19 recommended safety guidelines.
- Other duties as assigned to further the mission.

#### **Qualifications**

We understand that some great candidates will not meet every qualification on this list. We encourage those interested in the position to apply, even if you're missing some of the items mentioned below.



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**Required Qualifications:**

- Experience in relationship building and/or coalition management.
- Demonstrated experience and commitment to working with diverse communities.
- Works to acknowledge and address the impacts of systems of oppression on our work and partnerships and consistently identifies potential for bias and actively works to minimize inequities.
- Brings an organizing approach to engaging multiple stakeholders (often with differing points of view and opinions) and builds alignment and collaboration.
- Ability to engage in constructive conflict, advocate for own perspective, and still seek convergence and alignment with other decision-makers.
- Commitment to social justice and racial, ethnic, and gender equity.
- Practices equitable, sustainable, and results driven project management; Creates the conditions for colleagues to thrive.
- Engages multiple stakeholders, works collaboratively, and builds trust and followership from across the Table.
- At least two years of professional, academic, or other relevant experience with public policy, current movements for progressive social change, and electoral or issue campaigns. A college degree is not required if the candidate has demonstrated experience.
- Excellent time-management and organizational skills. Must be able to juggle multiple complex streams of work in a fast-paced remote environment, making smart judgment calls on where to prioritize.
- Excellent written and verbal communication skills, including the ability to quickly turn around compelling messages in an authentic voice that mobilizes our audiences, and review material with an eye towards authenticity and cultural relevance.
- Have operable wifi or internet connection during regularly scheduled working hours.
- Experience in facilitating meetings/discussions that enable the coalition to make progress and succeed on shared outcomes

**Bonus Qualifications:**

- Professional working proficiency of Spanish language.
- Community roots in Texas or meaningful connections to the cultural or advocacy landscape of Texas.
- A history of active involvement in social movements that work to support racial justice, immigrant rights, economic justice and/or protecting voting rights.
- Experience with fundraising
- Experience navigating 501 c3 and c4 spaces
- Established relationships with state racial justice and movement building organizations.
- Popular education or experiential facilitation skills.



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- Experience with social media management, targeting digital ads, and creating and growing communities on Facebook, Twitter, Instagram, TikTok, or other social platforms.
- Experience with Constituent Relationship Management systems (i.e. Action Network, Salsa, Mailchimp, Constant Contact, Every Action).

**Status:**

- Full-time
- Temporary
- FLSA Exempt
- Bargaining unit position

This position is Texas-based. Every Texan offers a flexible work schedule where employees can request remote work with approval from supervisors when physical presence is not required.

**Compensation:** The starting salary range for this position is \$65,500 - \$73,500 annually. Target start date of November 2023, and the fellowship will end on with an opportunity to extend as the Texas for All Education Fund formalizes. Every Texan offers excellent benefits, including health insurance, dental insurance, life and long-term disability insurance, retirement contributions, FSA, generous vacation, paid parental and health leave, paid planning days, and holidays.

**To apply:** Please email (subject line: TX4ALL Fellowship) a cover letter, resume, and two references to [apply@everytexan.org](mailto:apply@everytexan.org) by October 2, 2023. The cover letter should describe your interest in the position and include an explanation of your connection to our mission, how your experience meets the minimum qualifications and how you are prepared for the responsibilities outlined in the job description. Please email applications with attachments in Microsoft Word or PDF format only. We do not accept phone inquiries regarding the position. Thank you!

***Every Texan is an Equal Opportunity Employer***