



Job Description

Title: Federal Resources Coordinator

Reports to: Executive Director

Created: August 2023

Purpose of the Position

Launched in 2019, the Southern Economic Advancement Project ([SEAP](#)) partners with policy thinkers and doers to amplify their efforts and bridge gaps in policy infrastructure. SEAP's goal is to advance policies that improve economic security, healthcare access, and environmental justice for all Southerners—acting as a connector, convener, and policy entrepreneur across issues and states, translating good ideas to the Southern context. SEAP researches policies to achieve stronger outcomes at the state and local level in the South, amplifies the activities of local organizations through technical assistance and grants, and provides a bridge between the best learnings nationally and a regional strategy for implementation and engagement. Embedded in the work of SEAP is a rigorous consideration of race, class and gender, which intersect all social and economic policy in the south.

We are seeking to hire a Federal Resources Coordinator, who will be responsible for managing the new Our Dollars, Our Dreams campaign to assist local communities in accessing federal funds and prioritizing equity and engagement in local budgeting. Strong preference will be given to a candidate with experience in climate/environmental policy and/or federal funding streams.

SEAP is a fully remote workplace and fiscally-sponsored project of Tides Center. SEAP is an equal opportunity employer and affirms in policy and practice to consider all applications in all job classifications, without regard to race, color, creed, national origin, sex, age, disability, sexual orientation, gender identity or expression, marital status, familial status, military status, height and weight, genetic predisposition or carrier status, arrest record, or other legally protected status. We strongly encourage people of color, people with disabilities, women, and LGBTQ candidates to apply.

Essential Roles & Responsibilities

- Provide technical assistance and support for local governments and community-based organizations as they pursue federal funding opportunities;

- Coordinate consultants and grant-writers to provide technical assistance, if needed;
- Create peer-to-peer learning opportunities for local governments and community-based organizations;
- Write policy briefs, guides, reports, fact sheets, and other products;
- Disseminate best practices, research, and funding opportunities to local governments and organizations;
- Build and maintain relationships with allied organizations at the national, state, and local level;
- Provide other support as needed.

The above statements are intended to describe the general nature and level of work being performed by the person holding this position. It is not an exhaustive list of all duties and responsibilities. SEAP reserves the right to amend and change responsibilities to meet organizational needs as necessary.

Qualifications

- 2+ years of relevant work experience;
- Bachelor's degree required, advanced degree strongly preferred;
- Preference for experience related to climate/environmental policy;
- Strong commitment to progressive policy, economic justice, racial and gender equity, and the South;
- Strong ability to translate complex information for multiple audiences;
- Facilitation and meeting coordination skills;
- Familiarity with local budgeting, federal funding and grant-writing, preferred;
- Excellent written and oral communication skills;
- Demonstrated coalition-building skills;
- Ability to work in a team environment and work independently.

Salary and Benefits

SEAP is open to consideration of a wide range of experience levels. For junior staff, the salary range is \$65,000 to \$75,000. For mid-level and senior staff, the salary range is \$75,000 to \$115,000. The differences in salaries are based on education and years of relevant experience. SEAP provides a generous benefits package in keeping with its fiscal sponsor, the Tides Center.

To Apply

Please submit a resume and cover letter to info@theseap.org with "Federal Resources Coordinator" in the subject line. The deadline to submit materials is September 22, 2023.