

Outreach Manager

The Outreach Manager implements an annual outreach strategy that equips Churches for Middle East Peace's (CMEP) network of individual and organizational supporters from across the country to advance the organization's mission. This position seeks to answer the questions:

1. What groups, regions, individuals, or other key demographics should we focus our outreach on in order to fulfill CMEP's strategic goals, mission, and vision?
2. In addition to working with CMEP's 30 member communions and church partners, what communities within CMEP's network will have the most strategic importance in helping to shift U.S. policies in support of just and comprehensive ends to conflicts in the Middle East, especially the Israeli-Palestinian conflict?
3. How do we move churches, individuals, and communities to engagement with CMEP? What does that look like in an increasingly hybrid in-person/virtual reality?

The successful candidate is someone who can think strategically about priorities, translate those priorities into a plan of action, and successfully implement the plan. They should be able to synthesize information and offer guidance on where it is best for CMEP staff to focus its energies, recognizing focus areas might shift depending on changing circumstances. The Outreach Manager is responsible for several key relationships and will be CMEP's primary point of contact for Church Partners and Regional Coordinators. This position reports to CMEP's Senior Director of Advocacy and Government Relations.

Outreach Goals and Priorities:

- Manage and/or participate in outreach activities including contributions to overall regional engagement, event coordination and planning, supporting the Executive Director in meetings and events, etc.
- Create and implement goals to increase participation and active engagement of Church and Organizational Partners and Regional Coordinators, especially at advocacy events.
- Opportunities to speak as a representative of CMEP at regional and individual events (in-person and virtual.) Including possible Pilgrimage to Peace tours.
- Manage interns, volunteers (and relevant staff) related to outreach goals and strategies.
- Manage data and communication relevant to contacts in the data management system (SALSA) and Basecamp.

Church Partnerships (CP)

- Manage CMEP church partnerships and serve as the primary relationship holder with emphasis on mobilizing churches toward advocacy and engagement
- Engage, manage, grow, and develop partnership relationships with churches and organizations
- Oversee annual partnership renewal process
- Create and distribute monthly church and partnership communications

Regional Coordinators (RC)

- Provide oversight to the CMEP Regional Coordinator program with the goal of adding new Regional Coordinators in strategic states and districts.
- Serve as the primary CMEP staff point of contact for 15-20 volunteer regional coordinators.
- Recruit, train, guide, engage and mobilize regional coordinators to support CMEP activities in providing educational events, engagement with coalition partners and connections, and national advocacy opportunities.
- Supervise the expansion of the RC program by organizing training and advocacy briefings to our network.

- Work with Mobilization coordinator to support and encourage Regional Coordinator activities, including hosting events with Church Members, connecting with churches to recruit new Church Members, attending advocacy summits, and supporting fundraising activities.

Team Participation, General Staff Contribution

- Participate in monthly staff meetings, weekly check-ins, and other relevant internal meetings.
- Ability to work within the directions and limitations of grant funding, as allocated.

Qualified Applicants Are:

- Experienced in implementing strategic goals.
- Familiar with non-profit outreach.
- Familiar with Christian advocacy and/or interfaith engagement.
- Proficient and experienced in Google Suite Programs (Gmail, Drive, etc.).
- Experienced with Client Relationship Management (CRM) systems. Salsa CRM preferred.
- Experienced with project management systems. Basecamp preferred.
- Familiar with working on a small team.
- Clear communicators.
- Deadline-oriented, able to work as part of a team, and committed to Churches for Middle East Peace's goals.
- Willing to work within CMEP's policy positions.
- Willing to travel at least a couple of weeks a year
- Willing to occasionally work evenings and weekends related to events and training sessions.

Preference for individuals who can work from the D.C. office on Capitol Hill.

Salary and Benefits:

Part-Time

Four weeks paid-time-off (PTO) per year plus holidays (relative to hours worked each week.)

Salary: \$15-\$19/hr.

Flexibility with some remote work and flex-schedule options

Expected Start Date: Late January 2022

To Apply: Send cover letter, resume, and three professional references to applications@cmep.org

Churches for Middle East Peace (CMEP) is a coalition of 30 national Church communions and organizations working to encourage U.S. policies that actively promote just, lasting and comprehensive resolutions to conflicts in the Middle East.

CMEP helps church organizations, leaders, and individuals nationwide advocate in a knowledgeable, timely, holistic, and effective way to express their concerns about justice and peace for all peoples in the Middle East. [Learn More.](#)