



## **JOB DESCRIPTION**

### **Coordinator for Divest-Invest US Coordinating Committee**

February 13, 2015

This is a one-year full time commitment to support the US Divest-Invest Coordinating Committee (USCC), a non-permanent organization.

#### **Goal**

Facilitate the coordination of efforts that advance the overall Divest-Invest movement from within multiple sectors of society including higher education, labor, high net worth individuals, foundations, faith based organizations, municipalities, and others, across the United States.

#### **Background**

In June 2014, a group of approximately 30 Divest-Invest leaders and activists representing 18 organizations met in Washington, DC. During that meeting, we identified the need to coordinate existing US efforts, identify gaps in the work, and continue to accelerate momentum. Attendees at the June meeting agreed that a US Divest-Invest Coordinating Committee was needed to help provide leadership to the Divest-Invest movement and to help keep information and efforts aligned.

In July 2014, a group of 15 participants from the June meeting held a conference call to define the role of the Coordinating Committee (USCC), the criteria for selecting its members and the size of the committee, initial expectations for time commitments, and a process for nominating people to serve.

#### **Organizations in the Coalition**

350.org, Responsible Endowments Coalition, Intentional Endowments Network, Hip-Hop Caucus, Energy Action Coalition, Service Employees International Union (SEIU), Black Mesa Water Coalition, Carbon Tracker, California Student Sustainability Coalition, Divest-Invest Philanthropy, Divest-Invest Individual, Fenton Communications, Mayors Innovation Project, Coalition for Environmentally Responsible Economies (CERES), New Economy Coalition, GreenFaith, Healthcare without Harm, Sustainable Initiatives at Partners HealthCare, As You Sow, or other organizations engaged with Divest-Invest

#### **Support the Divest/ Invest Coordinating Committee**

The role that emerged from these discussions was that the USCC would be a provisional leadership body for the next 6 – 12 months, with representation from key sectors of the Divest-Invest movement, which could be disbanded, reconfigured, or extended as needed. With an initial membership of 5-7 people responsible for seeing what is best for the movement and the larger network in addition to specific organizational interests, the USCC's main roles are to:

- Share information and ensure different subsectors within Divest-Invest (i.e. campus work, religious institutions, philanthropy, shareholder activism, health care, impacted



communities, invest strategies) are cross-fertilizing, learning and supporting one another's efforts

- Support and coordinate the work between existing and newly formed Working Groups including the finance, organizing, communications, and other working groups
- Identify collective projects to meet critical gaps or accelerate the pace of the work; and seek joint funding as needed
- Develop an internal communications plan to keep all of the organizations informed but about others activities, build synergies, and reduce redundancy on an ongoing basis.
- USCC members are currently (alphabetically by last name): Andy Behar, [As You Sow](#); Jay Carmona, [350.org](#); Ellen Dorsey, [Wallace Global Fund](#); Rev. Fletcher Harper, [GreenFaith](#); Jenna Nichols, [Divest-Invest Philanthropy](#); Marcie Smith, [Responsible Endowments Coalition](#); Rev. Lennox Yearwood, [Hip Hop Caucus](#).

### **Main Responsibilities**

#### **1. Facilitate increased contact and information-sharing among movement partners**

- Coordinate and facilitate regular meetings for the USCC
- Keep minutes at the meetings and track action items
- Encourage and support conference calls for various Task Forces for the Divest-Invest movement, track task force activities and report back to the group
- Contact each participating organization (the broad group) on a regular basis and gather updates for a weekly newsletter - distribute to the entire group
- Maintain and curate a listserv for the entire group and one for the USCC
- Post information, documents and relevant information on a secure web site, basecamp, or other platform for group access
- Maintain a calendar of major activities to optimize collaboration opportunities
- Track media, direct reporters to communications specialist partners, and facilitate coordination of social media campaign

#### **2. Facilitate the setting and sharing of sectoral or movement-wide goals for movement partners**

- Facilitate the creation of goals for the D-I movement during 2015
- Support the development of cross-sector project plans and goals - monitor and manage progress.
- Monitor and analyze political, economic, social, environmental developments and post for the group to access
- Support the individual Divest/Invest partner organizations as needed
- Provide orientation for new stakeholder groups brought into the Divest/Invest network
- Contribute to the research, and delivery of effective communication techniques to ensure successful activism, public engagement, and social change.



### 3. Special Events Coordination

- Several special events sponsored by the coalition members may be occurring in the coming year. Coordinate with special event producers to optimize the coalition member's involvement. Two examples follow:
  - Annually the [Alliance for Sustainable Colorado](#) hosts an award and fundraiser, Heroes of Sustainability, in Denver. In 2015, Heroes is scheduled for the evening of May 6, honoring leaders of the Divest-Invest Campaign, which has gone viral globally. Partnering with the Alliance, the Divest-Invest Coordinating Committee is planning meetings of leaders and groups promoting Divest-Invest in the days surrounding May 6 using Heroes as a magnet and capstone celebration.
  - Plans are being made to potentially have a multi-city US tour (like the "Do the Math" tour of 2012 to raise the Divest-Invest issue into the spotlight and reenergize the base. The timing and geographical track of this tour is under consideration.

### Qualifications

The ideal candidate will have:

#### 1. A strong background in understanding climate change, the history of the climate change movement, and the history of the Divest-Invest movement.

- Familiarity with the Climate Change issue
- Understanding of Divest-Invest strategy and history

#### 2. A working knowledge of investor responses and reactions to Divest-Invest

- Literacy in investing and divesting for institutional and high net-worth individuals
- Understanding how endowment and pension fund managers have responded to divestment, and effective ways to engage in response
- Experience in divestment/SRI-related campaigns

#### 3. Experience coordinating networks

- Seasoned campaigner in social justice and environmental rights
- Strong proven project management skills
- Event planning experience
- Strong writing skills
- Strong "cat herding" skills
- Media and press understanding
- Experience managing conflicting demands and meeting tight deadlines
- Experience and skills facilitating meetings
- Experience with listserves and posting web updates
- Self-motivated, able to work independently with little supervision
- Ability to stay organized, handling priorities, staying on task
- Past work with one of the key groups (listed above) is a plus



AS YOU SOW

**Next Steps**

This full-time position is immediately available to the right candidate. Duration of employment is one year. This may become a permanent position. This work can be performed anywhere in the United States where there is reliable phone and fast internet service. Proximity to Washington DC and New York is a plus.

Before February 27, Please submit a cover letter and resume to [klevitt@asyousow.org](mailto:klevitt@asyousow.org)