



Political Director (NYC)

ABOUT US

Progress for frontline communities starts with just policies at every level of government. We advocate for environmental justice legislation at the New York City, New York State, and Federal levels to create the environmentally just future that communities deserve.

The goal of WE ACT 4 Change is to build and leverage political power in our fight to achieve environmental and climate justice for communities in Northern Manhattan. We will use it to engage in voter and civic engagement activities as well as ranking and endorsing political candidates. We will also use it to lobby for policies and programs as well as hold elected officials accountable.

We have already begun our voter engagement work in New York City, conducting candidate forums, hiring and training canvassers for a get-out-the-vote campaign, and developing the city's first environmental justice candidate report card. We will also use this new entity to advocate for state and federal policies that advance climate justice.

ABOUT THE ROLE

The Political Director is responsible for implementing the organization's political strategy and building the 501(c)(4)'s presence and political power in Upper Manhattan and beyond.

Working closely with WE ACT's Director of Policy and Legislative Affairs, the Director ensures WE ACT 4 Change amplifies and extends the reach of the 501(c)(3)'s work through the distinct legal capacities available to a 501(c)(4): direct lobbying, candidate endorsements, electoral organizing, and political accountability campaigns. With a newly adopted strategic plan, WE ACT 4 Change is positioned to significantly expand its political presence in Upper Manhattan and this role will lead that charge in implementing the organization's plan.

The Director reports to the Executive Director, and will also be responsible in establishing a team culture rooted in WE ACT's values, collaborative practice, and effective performance. The Director will work with the Executive Director, Chief of Staff and Senior Director of Operations and Finance to develop the staffing model and budget needed to sustain and expand the 501(c)(4)'s over time. Key responsibilities include:

Political Strategy

- Lead the implementation of WE ACT 4 Change's 3–5 years strategic plan, setting annual priorities and goals, and performance benchmarks in coordination with the Executive Director.
- Develop and execute multi-level political campaigns at the local, state, and federal, including but not limited to lobbying, coalition-building with other 501 (c)(4)'s, direct action, and public strategies aligned with WE ACT's environmental justice policy agenda.



WE ACT 4 Change

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- Work closely with the 501(c)(3)'s Director of Policy and Legislative Affairs to identify legislative priorities that can be advanced through 501(c)(4); ensure all strategies are approved by the Executive Director.
- Monitor legislative calendars, political developments, and electoral landscapes; provide timely analysis of opportunities and risks to advance WE ACT's agenda.
- Commission and oversee community polling and public opinion research on environmental justice issues tied to the 501(c)(3)'s policy agenda; use findings to sharpen political messaging and strengthen legislative advocacy and ensure political strategy reflects on-the-ground community sentiment.

Electoral Engagement

- Design and oversee the full candidate endorsement process, including the development of vetting criteria, community input mechanisms, candidate forums, and scorecards; present endorsement recommendations to the Executive Director and Board of Directors for approval.
- Develop and distribute voter education materials, candidate questionnaires, and political accountability tools that reflect the priorities of WE ACT's community.
- Plan and execute candidate forums, political education events, and community sessions in Upper Manhattan.
- Work in collaboration with the Sr. Manager of Organizing and Community Engagement on Get Out the Vote efforts.

Electoral and Legal Compliance

- Ensure all political activities, expenditures, and communications strictly comply with Federal Election Commission (FEC), New York State Board of Election (SBOE), and New York City Campaign Finance (CFB) election law, campaign finance regulations, and lobbying disclosure requirements.
- Maintain clear operational separation between 501(c)(3) and 501(c)(4) activities; work with legal counsel and finance staff to establish and enforce protocols governing shared resources, staff time allocation, and joint communications.
- Oversee preparation and timely filing of all required electoral disclosures at the federal, state, and city levels.
- Stay current on changes to campaign finance law, IRS guidance on 501(c)(4) political activity, and New York election regulations; proactively brief the Executive Director on compliance risks and necessary policy updates.
- Build and maintain relationships with elected officials, government agencies, political candidates, advocacy coalitions, and aligned PACs, in close coordination with executive leadership.
- Cultivate partnerships with community leaders and movement allies to amplify political power, grow WE ACT 4 Change's presence in Upper Manhattan, and build durable infrastructure.



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Leadership

- Grow and manage the 501(c)(4)'s team, including supervising staff and any contractors, providing direction and professional development support, and building toward the staffing model envisioned in the strategic plan.
- Collaborate with the Senior Director of Finance and Operations on budget forecasting and identifying the needs of the C4.
- In consultation with the General Counsel, develop and implement internal policies and procedures governing how WE ACT 4 Change operates, ensuring consistency, accountability, and legal compliance.
- Ensure bylaws are current; hold board meetings on a quarterly basis and engage board officers monthly with regular reports on activities and compliance matters.

Communications

- Partner with the communications team to develop and implement a comprehensive communications strategy for WE ACT 4 Change, including website, social media, press, and political messaging.
- Ensure all external communications from the 501(c)(4) are consistent with the organization's values, legally appropriate, and clearly distinguishable from 501(c)(3) communications where required.
- Serve as a spokesperson and public voice for WE ACT 4 Change work, as designated by the Executive Director.

ABOUT YOU

- Minimum 7-10 years of experience in political organizing, campaigns, or policy advocacy, ideally within an environmental justice, racial justice, or in a social movement context.
- Demonstrated success leading legislative advocacy or electoral campaigns, particularly in partnership with a 501(c)(3) affiliate.
- Proven knowledge of 501(c)(4) legal requirements and lobbying disclosure rules, and IRS guidance on permissible political activity.
- Proven experience managing candidate endorsement processes, candidate forums, and political accountability programs.
- Track record of building productive relationships with elected officials, government agencies, and political stakeholders.
- Experience growing and supervising a team in a fast-paced, mission-driven environment.
- Excellent judgment and discretion in navigating complex political and legal landscapes with integrity.



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- Outstanding written and verbal communication skills, including political messaging and public speaking.
- Strong organizational skills with the ability to manage multiple projects.

Preferred

- Experience working in or with environmental justice organizations or frontline communities in New York City.
- Familiarity with Upper Manhattan, New York City, and New York State political landscapes.
- Experience managing a 501(c)(4) organization or operating within a dual-entity (c)(3)/(c)(4) structure.
- Proficiency with political data tools, voter file management systems (e.g., VAN, Nationbuilder and ActionNetwork), and digital advocacy platforms.
- Working knowledge of New York City Campaign Finance Board (CFB) and New York State Board of Elections (SBOE) filing requirements.

SALARY & BENEFITS

WE ACT offers competitive nonprofit compensation and is committed to justice in salary transparency and wage equity. The salary range for this position is \$135,000 - \$155,000 based on experience and qualifications. WE ACT offers a generous suite of benefits, including comprehensive health care (medical, dental and vision), flexible spending account, life insurance, pre-tax transit program and paid holidays and vacation. WE ACT follows a hybrid work policy. All staff are fully vaccinated.

OUR COMMITMENT TO EQUITY, DIVERSITY & INCLUSION

WE ACT 4 Change is an equal opportunity employer and strongly encourages applications from people of color, women, persons with disabilities and LGBTQ communities. We are committed to transparent and equitable recruitment, hiring and promotion processes that foster inclusion and belonging. If you've read this job description, are excited by it and can see yourself in this role, we hope you apply. If you need a reasonable accommodation during the application or interview process, please email Shanell Reyes at Shanell.Reyes@weact4change.org.

HOW TO APPLY

To apply or nominate a candidate, please send to Shanell.Reyes@weact4change.org with "**Political Director (NYC)**" in the subject line a resume and cover letter.

Submission in a combined PDF file is preferred. This position is open until filled and applications will be reviewed on a rolling basis.



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