



DEPUTY DIRECTOR WASHINGTON, DC

The AFL-CIO Technology Institute is a non-profit 501(c)(3) organization launched in 2021 to bring the voices of working people and unions into technology development and innovation policy. Creation of the Institute was a core recommendation of the 2019 AFL-CIO Commission on the Future of Work and Unions, a multi-sector collaborative of union leaders determined to build a powerful strategy to prepare our movement for the future of work.

The Institute is seeking to hire a Deputy Director who will serve as a key leader in the organization, developing and guiding diverse program streams including policy development, stakeholder engagement, and managing program staff. Working closely with the Executive Director, the Deputy will develop organizational strategies, projects, and programs to help the labor movement and community partners navigate technology transitions in the economy and the workplace. The Deputy Director also will work closely with the AFL-CIO Working for America Institute on strategy, program and fundraising related to workforce development and training.

The Technology Institute's mission is to create technology and innovation policies and practices, and build multi-sector strategies that improve the lives of working people and ensure public R&D investments equitably benefit workers and communities. From Congressional offices to the shop floor, this is a unique opportunity to shape the future for working people across the country and develop a new organizational voice on technology and the future of work.

The position reports directly to the Executive Director.

DESCRIPTION OF DUTIES:

- Assist Executive Director in planning, implementing and development of Technology Institute strategies and programs, including policy development, stakeholder engagement, research collaborations, and other projects that advance the Institute's mission.
- Support organizational development, including strategic planning, fundraising, board management, annual budgets, and capacity building.

- Work closely with labor, government, university, and community stakeholders.
- Assist Executive Director in the hiring and retention of qualified staff, consultants and subcontractors.
- Execute on grant and contract deliverables with program staff and assure compliance with grants and contract obligations with Executive Director and Operations Manager.
- Communicate effectively in a timely and accurate manner, all information necessary for the Executive Director and Board of Trustees to make informed decisions.
- Other duties as assigned.

PROFESSIONAL QUALIFICATIONS:

- Seven or more years of senior nonprofit management experience, preferably in a labor or labor related organization or program work.
- Strong management skills including the ability to manage staff and programs across disciplines, including policy, operations, and stakeholder engagement, and effectively execute on goals and metrics with staff teams.
- Strong organizational abilities including planning, delegating, program development and task facilitation.
- Knowledge of grant writing and fundraising strategies and donor relations in the public and nonprofit sectors.
- Demonstrated experience in labor-related fields, including policy, organizing, or bargaining.
- Demonstrated ability to plan, problem solve and think creatively and strategically.
- Demonstrated ability to be self-motivated, proactive and a self-starter.
- Demonstrated ability to work independently within the context of a plan as part of a larger team in both a lead and a support role.
- Effective organizational and time management skills and demonstrated ability to handle multiple high priority projects.
- Demonstrated ability to work well with a diverse range of leaders and organizations.
- Demonstrated ability to resolve conflicts effectively.
- Hands-on budget management skills, including budget preparation, analysis, decision-making and reporting.
- Commitment to the labor movement and its role to advance economic and racial justice.
- Ability to convey a vision of the Institute’s strategic future for staff, the Board of Trustees as well as funding agencies, foundations and other donors.
- Ability to travel and stay overnight for conferences, meetings and work-related events.
- Post-secondary degree preferred but not required.

Based in Washington DC (headquarters)

Please provide a cover letter, references and writing samples to kcorrigan@afciotechinstitute.org

The AFL-CIO Technology Institute is an equal opportunity employer.

Salary range: \$145,00-155,000

**Please note that the AFL-CIO Technology Institute requires all staff to be fully vaccinated unless granted a medical or religious exemption as set forth in EEOC guidelines.