



Director of Community Organizing

Job posted by SIKH AMERICAN LEGAL DEFENSE AND EDUCATION FUND (SALDEF)

Job Type: Full-time

Location: Washington, D.C. Metro Area (National Office Based)

Reports To: Executive Director

Travel: 50-70% National Travel (Consistent Year-Round)

Salary & Benefits: Salary will be competitive and commensurate with experience. Benefits including, generous vacation policy, health, dental & vision insurance

Executive Summary

The Director of Community Organizing will lead SALDEF's national efforts to empower, educate, and mobilize the Sikh American community. This is a senior leadership role requiring a seasoned advocate who can bridge the gap between grassroots community needs and national policy initiatives. The Director will manage departmental strategy, budgets, and personnel while serving as a primary face of the organization across the United States.

Key Responsibilities

- **National Mobilization & Strategy:** Design and execute scalable community organizing strategies to increase civic engagement and encourage advocacy within the Sikh American community. Utilize modern organizing tools (CRMs, digital mobilization platforms) to track and scale impact.
- **Program Leadership:** Oversee existing grassroots programs (such as community safety initiatives), design and implement new grassroots programs, and develop new frameworks for youth and elder engagement.
- **Budgetary & Personnel Management:** Oversee the Community Organizing departmental budget and provide direct leadership and mentorship to regional organizers or program staff.
- **Stakeholder Relations:** Build and maintain deep-rooted relationships with Gurdwaras and local community leaders. While the focus is **secular civic engagement**, the Director must navigate **Gurdwara governance structures** with cultural dexterity and respect.



- **Bilingual Advocacy:** Produce and deliver educational materials, workshops, and town halls in both **English and Punjabi** (written and spoken) to ensure accessibility for all community demographics.
- **Rapid Response:** Act as a primary field contact for community incidents, providing on-the-ground support and coordinating with the national office for legal or media intervention.
- **Seniority & Oversight:** This is a Director-level role with full responsibility for departmental budgets and direct reports.
- **Hybrid Structure:** The candidate is based in the DC Metro area to facilitate strategy at the national office when not traveling.
- **Modern Toolkit:** Proficiency in CRM and digital mobilization tools is an expected technical standard.
- **Travel Cadence:** Travel requirements are not seasonal but remain high and consistent throughout the fiscal year.

Required Qualifications

- **Experience:** 10+ years of proven experience in community outreach, grassroots organizing, or non-profit leadership, specifically within the **Sikh American community**.
- **Education:** Bachelor's degree in Political Science, Sociology, Communications, or a related field.
- **Linguistic Proficiency:** Native or near-native fluency in **Punjabi** and **English** (written and spoken) is mandatory.
- **Mobility:** Ability to maintain a consistent **50-70% travel schedule year-round** to regional hubs (CA, NY, NJ, TX, etc.) while maintaining a "home base" at the SALDEF national office in DC.
- **Legal Status:** Must be a US citizen or legal permanent resident.

Preferred Qualifications

- **Governance Knowledge:** Firsthand experience or deep familiarity with the internal governance and committee structures of North American Gurdwaras.
- **Digital Proficiency:** Advanced experience with CRM software (e.g., EveryAction, NGP VAN) and digital advocacy tools.



HOW TO APPLY

Please email a thoughtful cover letter detailing your relevant experience, resume with 3 references (at least 2 work references) as a single PDF document to careers@saldef.org, indicating “**Director of Community Organizing**” in the subject line. We are accepting applications and interviewing candidates on a rolling basis, and only qualified candidates will be contacted. No phone calls, please.

Applications will be accepted until the position is filled.

This job description provides a general but not comprehensive list of the essential responsibilities and qualifications required. It does not represent a contract of employment. SALDEF reserves the right to change the job description and/or posting at any time without advance notice.