



Job Announcement: Director, Convergence Dialogue on Civil Service Reform

Position Overview

Convergence Center for Policy Resolution (Convergence) seeks a strategic, detail-oriented, and passionate leader in the area of Civil Service Reform to oversee Convergence's new Dialogue on reforming the federal workforce. The position will be responsible for launching and implementing this new project focused on developing consensus-based solutions in the area of civil service reform, with a particular emphasis on the state of the current federal workforce, improvements surrounding recruitment, technology's role in modernizing civil service, addressing personnel policies and procedures, and more. The Director will develop and execute project strategy; manage budget, performance measures, and project timeline; cultivate relationships with dialogue participants, stakeholders, consultants, project associates, and others; manage a "dialogue leading to action" with high level influencers and policy thinkers in the civil service arena; facilitate the creation and implementation of solutions; and advance the project through fundraising.

About Convergence

Founded in 2009, Convergence is a 501(c)3 nonprofit organization that convenes people and groups with divergent views to build trust, identify solutions, and form alliances for action on critical national issues. We achieve this through structured, facilitated dialogue and long-term relationship building. Through proactive, nonpartisan engagement of influential individuals and organizations, we create new pathways that move our country and society forward. Our work demonstrates that trust, civility and compromise can shift the focus from winning the debate to collectively seeking solutions. More about our process can be found here: <https://convergencepolicy.org/how-we-work/process/>. Convergence staff is concentrated in the Washington, DC and San Francisco Bay areas. For more information about Convergence, visit: www.convergencepolicy.org.

The Opportunity – Convergence Dialogue on Civil Service Reform

Convergence is in the initial stages (what we call the 'Assessment Phase') of researching and developing a project in the area of civil service reform. The Assessment involves dozens of interviews with experts to understand the issues at play and yields a framing that that will guide the resulting Dialogue. In the area of civil service reform, we will be considering concerns such as:

- What are the strengths and weaknesses of the current workforce?
- How can recruitment efforts be enhanced to include diverse hires and opportunities for upward mobility?
- How can union voices help with reforming the federal workforce?
- How can the federal workforce help successfully meet the complex challenges the country faces?
- Developing the next generation of public servants and increasing interest in the Federal workforce.

The Opportunity – Who We're Looking For

Convergence seeks a person with strong entrepreneurial, managerial and people skills who is committed to supporting the organization's mission to develop collaborative, non-partisan public policy and private action solutions to challenging national issues. This person needs a strong familiarity with the civil service landscape, and the functions of the federal workforce. Successfully directing our projects requires nimbleness, adaptability, thought leadership, problem-solving skills, and extremely strong communications, interpersonal and diplomatic capabilities, as well as a commitment to working in a strictly nonpartisan manner with people of diverse, and often conflicting, points of view.

Principal Duties and Responsibilities

With support from an outside facilitator and Convergence leadership, design and move participants through a Convergence dialogue process on civil service reform (starting with the Assessment described above) to reach consensus recommendations and support implementation of those recommendations.

- Design and implement project strategy and build project team.
- Identify, engage, and maintain relationships with potential dialogue participants and other stakeholders and advisors who will be involved in the project.
- Design dialogue process, including number and structure of meetings and meeting content.
- Oversee meeting execution.
- Engage dialogue participants and others with relevant expertise and experience in between meetings in order to facilitate consensus development.
- Plan and execute production of interim deliverables on the way to a final report issued at the end of the Dialogue.
- Engage in outreach and support others' outreach to non-participant stakeholders in the issue with an eye toward building enthusiasm for the process and anticipation for the ultimate consensus recommendations.
- Research issues and develop project reports and other documents.
- Support communications efforts on behalf of the project, including drafting articles and op-eds, and engaging in public speaking, webinars and other venues/vehicles to highlight Convergence's work in this arena.
- Support fundraising efforts for the project, including cultivating donor relationships and supporting the Development team in drafting proposals and reports, to build on existing start-up funding, in coordination with Convergence senior leadership.
- Manage project finances.
- Coach, develop, and mentor staff and interns.
- Build alliances and partnerships through networking and attending/presenting at conferences while acting as project ambassador.
- Serve as a member of the senior staff team of Convergence, assisting in organizational wide meetings and activities.
- Other duties as assigned or required.

Supervision Received

General supervision by Convergence President/CEO.

Supervision Exercised

Supervises a manager or senior manager supporting project plus interns. Supervises and coordinates with facilitator and other outside consultants as needed.

Partnership with Colleagues

Works in close partnership with other leaders on the Senior Team and, especially, with fellow directors of Convergence Dialogues. Serve as client to Convergence's teams for Communications, Development, and Finance & Administration.

Qualifications & Skills

Required:

- Graduate degree (preferably in law, public policy or related fields) or comparable experience
- Demonstrated knowledge and experience in the area of civil service reform or the equivalent (for example, someone with experience in employment policy or employment mediation and/or experience developing extremely large workforces)
- Minimum of 10 years full time working experience, with progressively increasing levels of responsibility, of which at least 5 years are relevant or transferable experience
- Minimum 5 years experience managing large-scale projects and supervising other employees.
- Exceptional decision-making and creative problem-solving skills and excellent political judgment
- Experience managing complex and diverse groups of leaders
- Ability to be nonpartisan/neutral and to welcome and honor all points of view

- Strong communication skills, including interviewing, synthesizing, writing, and public speaking – with an emphasis on clarity, brevity and persuasiveness
- Flexibility, resilience and the ability to adjust strategy based on circumstances

Preferred:

- Knowledge of and ideally professional connections with key organizations and entities related to civil service reform
- Strong skills and experience in professional cross-divide work (e.g., mediation, facilitation, conflict resolution, relationship-building, coalition management, etc.)
- Experience with or knowledge of Capitol Hill

Work and Location: This position will be remote for the foreseeable future. Some preference may be given to candidates based in Washington, DC.

To Apply:

Email your application to jobs@convergencepolicy.org with “Director, Civil Service Reform” in the subject line. Applications should include: (1) a resume, (2) a tailored cover letter indicating your relevant experience and specific interest in the position, and (3) a writing sample. Applications without a cover letter will not be considered. Please indicate where you saw the job announcement in the body of your email. Position available immediately. Applications will be reviewed on a rolling basis. No phone calls please.

Convergence values a diverse workplace and strongly encourages women, people of color, LGBTQ+ individuals, people with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply. Convergence is an equal opportunity employer. Hiring decisions are made without consideration of race, color, creed, sex, sexual orientation, gender identity or expression, age, religion, national origin, citizenship status, disability, ancestry, marital status, veteran status, medical condition or any protected category prohibited by local, state or federal laws.