Voice Your Vote! Project™ Job Description

Department: Community Organizing | Reports To: President & CEO | FLSA Status: Full-Time Exempt

Principal Areas of Responsibility
Under the direction of the President & CEO, the Voice Your Vote! Project™ Director is responsible for:

- Working directly with the President & CEO and Executive Team to execute our integrated voter engagement program vision, strategy and outcomes, to build voting power among Black women voters all year long and increase our base of supporters on key Reproductive Justice issues.
- Providing program leadership for the Voice Your Vote! Project™ and oversight to the multi-state/multi-city day-to-day program operations across Pennsylvania and Ohio.
- Supervising, training and coaching State Field Managers and the Operation Manager to implement integrated voter engagement plan to meets and exceed program goals and objectives.
- Supporting the recruitment and hiring process to fill Voice Your Vote! Project™ management, organizing and administrative roles with the Human Resources Manager.
- Directing and monitoring implementation of all integrated voter engagement activities including voter contact, data analysis, coordinated program, digital organizing, voter registration, voter education, Get Out The Vote, election protection, remote and real-life events, volunteers and communications.
- Developing and maintaining integrated voter engagement partnerships at the national and state level.
- Regularly assessing program operations and processes to maintains and strengthen integrated voter engagement program infrastructure during each election cycle.
- Co-manage program budget with Finance Manager and provides leadership in completion of grant and donor reporting to track expenditures and impact in conjunction with the Development Team and Finance Manager.
- Collaborating with peers to intersect the Voice Your Vote! Project™ into general community organizing, leadership develop, public policy and culture change strategies.
- Increasing visibility of the Voice Your Vote! Project™ in Philadelphia, Pittsburgh and Cleveland and among state and national level stakeholders.

The responsibilities outlined above are not exhaustive. The Board of Directors, President & CEO and internal and external factors may require additional tasks as needed.

Education & Professional Experience / Minimum Requirements

- Bachelor’s degree in political science, public administration, public affairs, public service, community organizing or related field preferred or equivalent work experience.
- 7-10 years of elections, voter engagement and/or issue-based campaign experience.
- 5-7 years of experience in a management role leading statewide electoral or voter engagement.
- Must have experience working in non-profit 501c3 and 501c4 organizations.
- Must be proficient in the Voter Activation Network, NationBuilder, EveryAction and Action Network.
- Act 33/34 and FBI Clearances are required.
Additional Skills and Qualifications
- Affirm the core principle of Reproductive Justice and Human Rights for Black women, femmes, girls and folx, women of color and LGBTQ+ people of color.
- Must be a self-starter and able to work independently and remotely with discipline and integrity, must be able to work frequently at a fast pace and evening and weekend work is required.
- Expert project management, excellent organizational skills and complex problem-solving abilities.
- Excellent written and verbal communications skills.
- Ability to work collaboratively as a team player and manage teams remotely, under pressure with unpredictable schedule including extended hours, regular nights and weekends with multiple tight and competing deadlines, and with racially, culturally, and educationally diverse audiences.
- Ability to work with a continuum of Black women, femmes and girls and people of color including but not limited to ability, age, class, color, creed, culture, education, ethnicity, familial status, gender, gender identity, gender expression, immigration status, incarceration status, language, marital status, military status, national origin, place of birth, political affiliation, pregnancy, race, religion, sex, sexual orientation, socioeconomic status and veteran’s status.
- Exhibit excellent presentation, demeanor, and attitude.

Compensation
The Voice Your Vote Project™ Director is a full-time, exempt position and we prefer candidates to be based in Philadelphia, Pennsylvania but New Voices is open to Pittsburgh, Pennsylvania and Cleveland, Ohio. The salary range is $65,000-72,000. Compensation is commensurate with experience.

Physical Demands
While performing the duties of this position, the Voice Your Vote Project™ Director is regularly required to sit, stand, walk, speak, and hear. This position requires extensive computer use. The Voice Your Vote Project! Director must occasionally lift/move up to twenty-five (25) pounds. Reasonable accommodations will be made to enable otherwise qualified individuals with disabilities to perform essential functions.

Travel
The Voice Your Vote! Project™ Director must possess a valid driver’s license and have reliable transportation with current auto insurance. This position requires 25-30% travel to perform the duties of this position across Pennsylvania and Ohio.

To Apply
To apply for the Voice Your Vote! Project™ Director position, please upload your cover letter and resume at newvoices.recruiterbox.com by September 25, 2020. We will interview candidates on a rolling basis so we encourage you to apply early. For questions about this position, email allison@newvoicespittsburgh.org.