



Civic Influencers is seeking to build its programmatic leadership in Organizing, Advocacy and Education. We are a nonpartisan nonprofit that operates hyper-locally in targeted districts and states to support a civic movement for our freedoms that amplifies the voting power of young voters (ages 18-29) year-round. Each year, over 4 million 18-year-olds in the U.S. become eligible to vote. Our mission is to get them to learn, advocate, organize and vote. We believe that ensuring our freedoms and saving our democracy is neither a sprint nor a marathon. Rather, it is an intergenerational relay—one where each generation must ensure this sacred voting right is passed on seamlessly.

JOB DESCRIPTION: CHIEF or CO-CHIEF ORGANIZING, ADVOCACY & LEARNING

Reports to: Chief Executive Officer

Classification: All Positions are Full-time Exempt

Location: Remote

Travel: Some travel required

GENERAL DESCRIPTION

Reporting to the Chief Executive Officer, the **CHIEF OR CO-CHIEF** of Organizing, Advocacy & Learning (OA&L) is responsible for planning and overseeing OA&L's data programmatic activities with Civic Influencers, campus administration, community partners, and volunteers. The senior leadership of ORGANIZING, ADVOCACY AND LEARNING will be responsible for Civic Influencers' impact through team management and development, program delivery, and quality control and evaluation. Tasks and duties will fall within the following buckets across the OA&L, including:

OA&L Strategy & Design

- Oversee the development and implementation of impactful organizational programs and activities relating to all or part of ADVOCACY, ORGANIZING AND LEARNING, to increase young people's political and civic engagement, voting rate and other civic leadership impact;
 - To collect, analyze and curate Data in coordination with various external contractors;
- Identify program training needs for Civic Influencers staff as well as stipended students and others ("CIs") across the country;
- Develop and maintain relationships with key stakeholders, including funders, campus leaders, community agencies and institutional partners, representing the program at briefings, meetings and community events;
- Secure external partnerships that allow for the deepening of Civic Influencers work and broadening of Civic Influencers reach across the nation.
- In tandem with the Chief of Communications, draft memos, newsletters, and external communications, etc. on Civic Influencers critical work;
- Oversee the implementation and evolution of the Civic Influencers Alumni Program.



Team & Departmental Management

- Manage/ the Co-Chiefs and Statewide Organizers, and give guidance and direction their for annual work plans and strategic growth including quarterly KPIs;
- Ensure appropriate staff development, working with Human Resources to identify trainings and conferences for professional development and growth;
- Host quarterly reviews of all Co-Chiefs and Statewide Organizers, identifying areas of growth for each Co-Chief and Statewide Organizer and programmatic growth;
- Develop and maintain a departmental budget that ensures overall fiscal integrity of the program;
- Work with the Finance & Operations team to ensure all Civic Influencers stipends are paid.

Donor Engagement

- Participate in donor engagement activities, providing information and resources for the design and implementation of fundraising events or materials;
- Work with the Chief of Stakeholder Engagement and Chief of Communications to ensure success stories and key data metrics are shared for impact and final reports;
- When possible, identify funding opportunities available to Civic Influencers.

Skills and Qualifications:

- Bachelor's degree or higher required.
- 8+ years of non profit program management and program development experience.
- Previous experience managing a remote team required.
- Capable of building and sustaining relationships with a variety of individuals and organizations.
- Demonstrated ability to manage strategic planning while being able to respond to short-term organizational needs.
- Familiarity with and understanding of CRMs and other content management databases, experience with Salesforce a plus.
- Proficient on Google Suite, including Google Sheets and Google Slides.
- Working knowledge of Tableau and Slack a plus.
- Excellent interpersonal and verbal communication skills; including the ability to communicate effectively and professionally with other staff, partner organizations, elected and appointed officials, corporate/business representatives, and community members.
- Commitment to transparency, accountability, and direct communication.
- Ability to work independently as well as collaboratively in a fast-paced environment with multiple priorities and tight deadlines.



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- Ability to manage highly sensitive, confidential information using excellent judgment at all times.
- Must have a commitment to DEI and cultural competency, including an awareness of one's own cultural worldview, a welcoming attitude towards cultural differences, an appreciative knowledge of different cultural practices and worldviews, and cross-cultural skills.

Desired Experience

- Experience working in a movement organization, including ones focused on Voting Rights, Social Justice, Civil Rights or Youth.
- Experience working with or within a higher education institution, People of Color Serving Institutions (PoCSIs, e.g., HSIs and HBCUs) a plus.
- Fluent in multiple languages is a plus.

Other Requirements

- Must complete data visualization and data gathering training hosted by Tableau, and other training as required.
- Extremely reliable and available on evenings and weekends for occasional events and conferences.

COMPENSATION

Salary range for this position is \$60,000 - \$90,000. Salary will be commensurate with experience and skills.

Benefits

- Health insurance with employer contribution
- 401K plan with employer match after 6 months
- 13 paid holidays
- 10 days paid vacation
- 12 days paid sick leave

HOW TO APPLY

Start date: Interviews will begin in January 2024 and will continue on a rolling basis until the role is filled.

Email your application to: hr@civicinfluencers.org

Please email your resume and cover letter with the position title and your name in the subject line. Applicants who do not submit both will not be considered. Please note in your cover letter where you saw this position listed and your availability.



Only applicants who have been selected to move forward in the interview process will be contacted directly.

Civic Influencers is an equal opportunity employer and does not discriminate based on race, nationality, ethnicity, religion, age, gender, sexual orientation, disability or class. We value diversity on our team and strongly encourage people of color, Indigenous people, LGBTQIA individuals, people with disabilities and all qualified persons to apply for our open positions.