

Virginia League of Conservation Voters

Civic Engagement Director

Start Date: Immediate upon hire

Reports to: Deputy Director

Positions reporting to this Position: Temporary, and permanent staff as needed to support the efforts of Civic Engagement.

Organization Overview

Virginia LCV is a growing, non-profit 501(c)(4) organization that advocates for progressive environmental policies, educates, and endorses candidates for public office, and holds elected officials accountable on issues including our air, land, water, and public health. The Virginia LCV family of organizations also includes the Virginia LCV Education Fund, a 501(c)(3) organization, and Virginia LCV PAC, our political arm that directly helps elect pro-conservation candidates.

In 2018, Virginia LCV launched a community based, nonpartisan Civic Engagement program to encourage voters to actively participate in our democracy - with a focus on engaging in communities of color across Virginia.

Position Overview

Virginia LCV is seeking a **Civic Engagement Director** to lead our nonpartisan Civic Engagement program. This position is performed remotely and in the field (e.g., events, community engagement), with occasional in-person team and all-staff meetings at our Richmond, VA office required. The ideal candidate will have strong experience in program management, nonpartisan voter registration, and a passion for voter access. This role will lead development of a long-term Civic Engagement/ Democracy campaign and a voting rights and democracy agenda for Virginia. Working with our organizing and program teams as well as community partners, the Civic Engagement Director will build a strong program that drives individuals through the full cycle of civic engagement from voter registration and turning out to vote, to engaging civically and advocating for the rights of their community. We are looking for a creative, motivated leader who is goal-driven and organized.

Virginia LCV is an energetic and friendly work environment, offering a competitive salary, a generous and comprehensive benefits package, remote work environment, and professional development opportunities. This is a unique opportunity to be part of Virginia's Conservation Voice! See www.valcv.org for more information.

Summary of Primary Job Responsibilities and Duties

- Directly oversee the Virginia nonpartisan voter engagement and education efforts by ensuring progress toward programmatic goals.
- Track and report data and progress related to nonpartisan voter registration efforts. Ensure that programs are executed with a high standard of quality control, appropriate long-range perspective, and in compliance with all applicable laws, including conducting on-site compliance reviews.
- Develop, implement, and conduct customized training programs for staff and volunteers.
- Draft and manage nonpartisan voter registration campaign and program plans and manage funder and coalition reporting as needed.
- Work with appropriate Virginia LCV staff to build organizational capacity and collaboration with other Virginia LCV programs and departments.
- Work with the National League of Conservation Voters (LCV) and the National League of Conservation Voters Education Fund (LCVEF) Civic Engagement leadership team to develop, implement and evaluate advocacy, coalition-building and organizing campaigns that advance voting rights and protect against voter suppression.
- Work with LCVEF Civic Engagement leadership to develop and test effective and new organizing and mobilizing strategies and tools to integrate voter registration into an organizing program focused on key constituencies who are disproportionately impacted by environmental issues.
- Collaborate with the Virginia LCV digital/media staff to increase online engagement with communities of color and other targeted populations.
- Attend coalition meetings with Virginia Civic Engagement Table, community partners, related LCV/LCVEF meetings and conferences, and other coalition meetings and events as necessary.
- Identify funding opportunities, in collaboration with the development team, and develop funding proposals that fit Virginia LCV's strategic plan, mission statement and community need.
- Other duties as assigned.

Key Qualifications, Skills, and Abilities

- Minimum of 3-5 years proven working experience working on voter registration, electoral, environmental, community organizing or labor organizing campaigns, including successful experience managing campaigns that are focused in communities of color.
- Experience developing and implementing campaign plans and executing metrics-driven campaigns.
- Working knowledge of online database and field reporting systems (e.g., VAN), or the ability to learn them.
- Experience effectively leading a team of staff and/or volunteers.
- Experience working with coalitions and developing partnerships to advance shared goals preferred.
- Excellent communication and interpersonal skills.

- Adept in solving complex problems, meeting objectives, and adapting to shifting priorities.
- Prioritizes collaboration with existing Virginia LCV community partners, other partner organizations, and community leaders.
- Able to leverage various mediums and channels of communication to engage a variety of audiences.
- Proven to be reliable, consistent, organized, and self-motivated.
- A strong understanding of individual motivation and how to engage people.
- Preferred working knowledge of issues and regulations related to 501(c)(3) and 501(c)(4) organizations.
- Must have a shared commitment to integrating racial justice and equity into the work we do and ensuring an inclusive organizational culture.
- Must be familiar with the complexity of issues and obstacles that have impeded communities of color from participating in U.S. democracy.
- Must have familiarity with Virginia's democratic process.
- Availability Monday through Friday 9:00 AM - 5:00 PM generally, with some occasional evening and weekend hours depending on work responsibilities.
- Ability to work remotely and in the field (e.g., events, community engagement), with occasional in-person team and all-staff meetings at our Richmond, VA office required.
- Some travel throughout the state of Virginia as needed to perform the duties of this position.

Competitive Compensation Package including base starting salary \$60K+ (depending upon experience) and extensive benefits.

To be considered, please send your cover letter, resume, and salary requirements to Human Resources at careers@valcv.org with "Civic Engagement Director" in the subject line. This position will remain open until filled. No calls please.

Virginia LCV is an Equal Opportunity Employer committed to a diverse, inclusive, and equitable workplace. We reserve the right to alter, change, modify and/or terminate this job posting at any time without notice, or obligation