Maine Voices Network/Maine Votes

JOB ANNOUNCEMENT
Inclusive Democracy + Civic Engagement Manager

ORGANIZATION OVERVIEW
Maine Voices Network (MVN) is a state-based 501(c)(3) civic engagement “table,” or coalition, where partner organizations work together, particularly to leverage organizing, advocacy, and research to achieve larger gains than any one group could on its own. MVN is part of the State Voices Network: http://www.statevoices.org/. MVN coordinates to the extent permitted by law with Maine Votes, the state’s 501(c)(4) “table.”

Maine Voices Network, Maine Votes, and partner organizations work toward a vision of a just, equitable, and prosperous society that treats every single one of us with dignity and fairness; in which government reflects the race, class, and gender diversity of our communities and is a vehicle for addressing those challenges that need to be resolved collectively; and in which vulnerable communities are able to exercise all of their human rights without fear, discrimination, or retaliation.

Maine Voices Network and Maine Votes drive coordination among partners to increase organizational and statewide capacity, coordinate national and state strategies, make cutting edge data and technology accessible, mobilize funding, and create a community of innovation.

POSITION DESCRIPTION
Maine Voices Network and Maine Votes are seeking an Inclusive Democracy and Civic Engagement Manager to coordinate and support our partners’ civic engagement projects - including voter registration, voter education, and Get Out The Vote efforts - and to manage all aspects of our civic engagement capacity building project in partnership with community organizations that serve and are led by Black, Indigenous, and People of Color (BIPOC) Mainers.

This is a full-time, year-round position that reports to the Executive Director of Maine Voices Network and Maine Votes.

DUTIES AND RESPONSIBILITIES
Project management of the Community Power Planning Project (CPPP)
The Inclusive Democracy and Civic Engagement Manager will work with and provide support to participating BIPOC-led and -serving organizations to develop civic engagement plans, resulting in an aligned multi-organization statewide civic engagement strategy. The Manager will then support participating organizations in executing their developed plans.

Responsibilities will include, but not be limited to:

- Designing and convening planning meetings and trainings with participating organizations;
- Regularly checking-in with and providing operational support to partner organizations throughout the development and implementation of their plans;
- Designing a civic engagement program planning process that includes a plan template with a timeline and a budget;
  - Working with our Data Manager and participating organizations to determine short-, medium-, and long-term civic engagement goals;
- Identifying opportunities for capacity building and skills development among participating organizations, and working to fill any needed gaps;
● Creating a culture of alignment by surfacing and negotiating tensions in planning, whether strategic, regional, or financial in nature;
● Managing the regranting process, including the completion of project MOUs;
● Assisting the Executive Director with reporting related to this project; and
● Managing competing priorities and timelines to maximize programmatic impact.

Coordination of partners' civic engagement programs
The Inclusive Democracy and Civic Engagement Manager will work with Maine Voices Network and Maine Votes partner organizations, including non-profit organizations, direct service providers, and advocacy organizations, in building and coordinating year-round civic and voter engagement programs.

Responsibilities will include, but not be limited to:
● In partnership with MVN's Program Director and Data Manager, building and overseeing the implementation and evaluation of the table’s coordinated plans including data management, field trainings, voter registration, education and mobilization, and/or grassroots advocacy programs;
● Providing strategic programmatic assistance, guidance, and support to table partners, in developing strategic plans that encourage year-round civic engagement programs including issue education, organizing, voter registration, and voter mobilization;
● Assisting partners with development of shared metrics and evaluations, innovative new tactics, long- and short-term organizing strategies, and engagement of new allies and potential partners;
● Representing MVN at state and national coalitions, (e.g. State Voices); and
● Other duties as assigned.

Key Qualifications
Candidates must have:
● A commitment to engaging and empowering Mainers to individually and collectively address issues of public concern and/or or make social change in their community.
● Experience working in a diverse setting with meaningful engagement and relationship building across a range of identities. A demonstrated commitment to diversity, equity and inclusion.
● Experience and comfort with leading, conducting, and facilitating meetings and trainings.
● Ability to think independently and creatively.
● Strong interpersonal and communication skills.
● Ability to work independently and as a member of a group, while exercising self-awareness and being proactive in seeking missing perspectives.
● Willingness to work sometimes irregular hours.
● Ongoing presence in Maine, or willingness to relocate, and access to a vehicle provided by the employee.

Additional consideration will be given to applicants who possess:
● At least one election cycle of experience building and managing a 501(c)(3) civic engagement program.
● Established relationships and/or experience organizing in immigrant and/or BIPOC communities.
● Working knowledge of the Voter Action Network (VAN).
● The ability to communicate best practices around non-partisan voter engagement to new organizations.
● An understanding of Maine’s political landscape.
● Experience with relational organizing tactics.
● Experience using emerging voter engagement technology like Impactive (formerly OutVote), Hustle, Reach, or similar.
● Writing and/or speaking proficiency in Spanish, French, Somali, Arabic, Portuguese, or other languages spoken in Maine.

Position Details and Compensation
Salary for this position starts at $50,000/year plus a generous benefits package that includes medical/dental/vision insurance, retirement benefits, paid vacation, sick, and medical leave.

The position is located in Maine with regular travel throughout the state, though travel and remote work policies continue to evolve in response to COVID-19.

To Apply
Applications will be reviewed on a rolling basis, and this position will be filled as soon as possible. Preference will be given to applications received before December 23. Please submit a resume and statement of interest or cover letter (PDFs preferred) to jobs@mainevotes.net.

Maine Voices Network / Maine Votes is an equal opportunity employer.