



Michigan League of Conservation Voters --- Political and Outreach Manager

The Michigan League of Conservation Voters is seeking a full-time Political and Outreach Manager to work help drive our electoral, voter participation and regional outreach programs to deliver electoral wins and build political power for the protection of Michigan's land, air and water.

The ideal candidate will have a proven ability to implement successful electoral strategies with direct experience managing a diverse team of staff and volunteers. They will be committed to getting results in a fast-paced environment and able to handle a heavy workload. This position is an opportunity to lead a team in building, organizing and growing a strong base of supporters for action on land, air, and water issues. This position, alongside a team of tenacious colleagues, will advocate for strong environmental protections, and build and amplify the voices of communities of color and other key constituencies who are disproportionately impacted by environmental issues.

About the Michigan League of Conservation Voters

The Michigan League of Conservation Voters is a statewide political organization whose mission is to elect pro-conservation candidates to office and to hold all decision makers accountable for protecting Michigan's land, air and water. We work closely with elected officials, business leaders, partner organizations and advocates from across the state, and we have built a reputation as the leading, non-partisan political voice for Michigan's land, air and water.

Michigan LCV is an equal opportunity employer. We assure equal treatment in hiring selection, promotion, transfer, compensation, benefits, training, discipline and other personnel practices and terms or conditions of employment without regard to race, color, religion, sex, age, national origin, height, weight, marital status, genetic testing status, veteran status, disability, sexual orientation, gender status, or any other protected class established by all applicable federal, state and local laws and ordinances.

Job Responsibilities

- Work together with Political & Outreach Director to drive daily Political & Outreach work and overarching strategy
- Serve as the central support mechanism for Political & Outreach staff and interns, executing weekly check-ins, rapid-response troubleshooting, and giving consistent guidance to them

- Handle all clerical and Operations-related functions for Political & Outreach , including (but not limited solely to): approving expense requests; making sure timesheets are submitted; budgeting and getting prior approval of larger-scale expenses; writing first drafts of Executive Committee reports; responding quickly to emails; etc
- Design, convene and facilitate regular Political & Outreach trainings (both in-person and through webinars) to expand the skill sets of our staff and grow their capacities
- Be a catalyst for ID'ing, recruiting and hiring (with Operations) new Regional Coordinators, Organizers and Interns, with an eye toward meeting Michigan LCV's justice and equity goals
- Participate (together with the Political & Outreach Director) in annual evaluations of staff, and any corrective conversations throughout the course of the year
- Be present with staff in our base regions on a bi-monthly basis, helping to coach, mentor and model organizing skills for our Regional Coordinators, Organizers and Interns
- Track, capture and measure Political & Outreach 's work -- both quantitatively and qualitatively -- so that (together with the Political & Outreach Director and Comms) it all can be packaged and articulated to staff, board members, donors, philanthropic grantors, etc.
- Use the VAN and EveryAction to cut turf, extrapolate data for reports, send regional Political & Outreach newsletters, and any other function(s) needed by Political & Outreach
- Work together with the Political & Outreach Director to set up a series of processes and structures inside the team to make it more efficient and increase our ability to truly meet the Strategic Plan and annual Objectives and Key Results
- Collaborate together with the Partnerships team to be added capacity to our coalition-building work, especially as it relates to key allies at large environmental organizations and Environmental Justice/social justice groups

Qualifications

We are seeking candidates who excel in **electoral strategy**, are **results-oriented**, and have strong **management skills**. You should have:

- A comprehensive knowledge of campaign planning and a track record of developing winning electoral and issue-based campaigns
- Experience coaching, training, and managing a diverse team of organizers
- A track record of developing and maintaining strong working relationships with and among a diverse group of stakeholders
- Experience managing multiple projects and ability to oversee a cadre of staff and volunteers
- Experience analyzing and manipulating electoral data, including comprehensive understanding of working within the VAN
- Experience creating and managing budgets in a fast-paced, quickly evolving environment
- A positive, problem-solving mentality
- A strong commitment to racial justice and equity
- A belief that who we elect matters and that the protection of Michigan's land, air and water should be a political priority

Benefits and Compensation

Michigan LCV offers a competitive compensation and benefits package that includes the following: health and dental coverage, long-term and short-term disability coverage, life insurance coverage, a retirement savings program, reimbursements for business-related travel, a generous paid time off policy, and a team of smart, funny and kind colleagues working together to deliver on a mission that really matters.

How to Apply

Please send your cover letter and resume to jobs@michiganlcv.org and include "Political and Outreach Manager" in the subject line. Applications will be accepted on a rolling basis.