

## Civic Engagement Strategist

**Date Posted:** January 31, 2022

**Closing Date:** February 18, 2022

### How to Apply

Please submit your **cover letter** detailing why you are the ideal candidate for this position, a **resume** and (3) **professional references** that may describe how your credentials align for this employment opportunity to [jobs@clevotes.com](mailto:jobs@clevotes.com).

### Position Title:

Civic Engagement Strategist

### Status

Full-Time (Hybrid; office located in Cleveland, Ohio + remote - we will continue to monitor COVID-19 to ensure the safety of all team members).

### Vision for Ideal Candidate

Cleveland VOTES, a young and rapidly growing organization, seeks a candidate that is an entrepreneurial, resourceful, highly collaborative team player who possesses strong coalition building skills, partner engagement experiences, and excels at managing a realistic balance among multiple priorities. We seek a candidate who has tangible experience demonstrating how they have embedded racial justice, equity, and inclusion in their prior work. Our ideal candidate thrives in an environment where they can work independently on projects from conception to completion, while also enjoying meeting deadlines, designing and refining processes to make them run more smoothly. The ideal candidate demonstrates empathy and the ability to work with a wide range of multicultural/racially diverse stakeholders. We seek a candidate who is personally and professionally committed to applying a racial justice, equity, and inclusion lens to their prior work.

### Position Summary

The Civic Engagement Strategist will report to the Executive Director. **We seek a candidate that has demonstrable skills in coalition-building, developing and/or improving ecosystems/infrastructure, and is well versed in developing civic/voter engagement programs (i.e. non-partisan voter education, registration and mobilization).** Our ideal candidate will have direct or tangential experience with administering grants to community partners and providing the necessary quality assurance/technical assistance to support successful completion of deliverables. The ideal candidate will have a background in analyzing data and research; we particularly seek a candidate that has previously analyzed election related data.

### Responsibilities

- Manage Cleveland VOTES' Equitable Civic Engagement Fund: develop requests for proposals; administer, review and score submissions; develop quality assurance protocols; technical assistance and reporting. Cleveland VOTES currently uses the platform Submittable to manage our grantmaking.

- Support and strategize with grantee partners in the development of their civic/voter engagement and democracy building programs, including but not limited to canvassing, field/data tracking, forums/townhalls, nonpartisan voter education and registration, strategic communications and turn-out/mobilization plans.
- Support and co-facilitate Cleveland VOTES' grantee partner meetings, including scheduling, developing the agenda, note taking, and sharing follow up information.
- Utilize civic engagement digital technology and databases, such as the Voter Activation Network (VAN) and peer-to-peer (texting and phone banking).
- Identify and cultivate key partnerships with community-based organizations in the Greater Cleveland area, as well as statewide partners.
- Coordinate local coalition-building meetings that foster connectivity and strengthen the democracy building ecosystem.
- Identify credible sources for election-related information, gather and analyze relevant data, maintain a database of research, and disseminate to the organizations' network.
- Produce internal election and voter analysis reports to guide and support equitable civic engagement efforts.
- Assist with Cleveland VOTES led speaking engagements and presentations.

### **Qualifications**

- Deep passion and understanding for racial equity, as well as advancing and strengthening equitable democracy.
- Demonstrated or tangential experience in developing requests for proposals, developing metrics and evaluative tools. Experience with grants management and quality assurance.
- Demonstrated experience in design and systems thinking and critical analysis; takes initiative to solve problems and displays excellent judgement during difficult situations.
- Excellent prioritization and time management skills with demonstrated success supporting an organization's executives.
- Proficiency in synthesizing and reporting data and research findings, as well as comfortability presenting findings to various stakeholders.
- High comfort with Microsoft Office Suite, Google Suite, Zoom, and Submittable, preferred.
- Bachelor's degree preferred or 2-4 years of comparable experience practical experience in civic engagement programming, data analysis, grants management, research, and voter education

### **Compensation**

Cleveland VOTES is fiscally sponsored by the Greater Cleveland Neighborhood Centers Association (GCNCA). GCNCA offers a competitive benefits package including: medical, dental, and vision premiums; short and long-term disability insurance; cell phone, professional development and wellness reimbursement; and generous paid holidays/vacation/sick time. The salary range for this position is \$50,000-60,000, commensurate with experience.

*Cleveland VOTES is a nonpartisan organization that is committed to a diverse workplace, seeking voices and expertise from a wide-array of persons. Cleveland VOTES is an Equal Opportunity Employer, where*

*we encourage candidates of all ages, color, ethnic background, country of origin, religion, disability status, gender, sexual orientation, and gender identity to apply.*

**About Cleveland VOTES**

[Cleveland VOTES](#) is a nonpartisan democracy building and mobilization entity that aims to strengthen civic muscle and power to ensure we have a more informed, participatory, and cohesive community. Our work and values are centered in an equitable civic engagement framework. Cleveland VOTES leverages various strategies and tools that enable us to educate, connect and empower partners to realize a more equitable democracy.