



## DIRECTOR OF POLICY AND POLITICS

**Organization** FLIC Votes is an independent organization that seeks to defend democracy by shaping an active and conscious electorate so that it more closely reflects the diverse populations of Florida.

### **Key Areas of Responsibility**

The Director of Policy and Politics manages long-term strategic thinking about how FLIC Votes and its partners can use political engagement to build sustainable power in historically marginalized communities.

The Director of Policy and Politics will manage all aspects of FLIC's statewide voter engagement program with an understanding of comprehensive campaigns and field operations to implement culturally appropriate capacity-building activities and civic engagement opportunities with and for partners and in the field.

### **Key Roles include:**

- Develop and strengthen FLIC Votes' Political Department, including identifying strategic opportunities for growth and success, as well as managing challenges; Manage FLIC and FLIC Votes' Democracy Program; Oversee development of the statewide political plan by working with partners in the planning, implementation, and evaluation of voter engagement and political programs.
- Provide high-level strategic advice to the Executive Director on Voter Engagement program development, including long-term strategy and growth, targeting, electoral, legislative, and ballot initiative opportunities.
- Develop and implement strategies and build infrastructure to conduct field canvass and phone bank operations statewide.
- Execute voter engagement plans and monitor the progress of measurable outcomes towards programmatic goals and objectives in terms of phone banks, canvassing, and other voter turnout/engagement activities, including management of partnerships with local partners for successful implementation.
- Ensure Voter Database and CRM (EveryAction) development and management to serve campaign needs. Support Site Coordinators to produce, use, and track appropriate data. Develop and oversee data, reporting, and quality control systems statewide.
- Maintain donor relationships and develop new relationships to diversify the revenue sources of FLIC Votes' Civic Engagement program.
- Co-develop and oversee civic engagement budgets ensuring strategic use of resources.
- Recruit and hire qualified civic engagement staff; Provide supervision and coaching, including performance-related feedback, training, and support. Oversee work planning, and appropriate delegation of responsibilities and work.
- Support alliance building and membership development to sustain productive internal and external relationships and promote Florida Votes.



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- Coordinate with other departments within the organization to ensure that the political program aligns with FLIC Votes' broader strategy, particularly close coordination with issue campaign leads and the organizing team.
- Represent FLIC and FLIC Votes in key tables, coalitions, and meetings with allies and national partners.
- Oversee candidate recruitment and endorsement process, providing recommendations to the Executive Director and Board.
- Develop and maintain rigorous "power maps," outlining the political distribution of power statewide, rigorously delineating power-building opportunities and strategies that will expand pro-immigrant power statewide.
- Support policy analysis and provide thoughtful recommendations on defensive and offensive strategies.

### **Qualifications and experience**

- Significant experience managing staff, raising political money, developing political campaign goals and strategies, and working effectively with community-based organizations. Three or more years in leadership positions in political campaigns, field, and canvass operations covering numerous geographic regions and contacting tens of thousands of voters.
- Has a strong political network and relationships with leaders within the progressive landscape; Experience working in diverse communities and with grassroots organizations.
- Experience in building and cultivating multi-sector alliances is preferred.
- Experience managing large-scale or statewide political or voter engagement campaigns; Independent and strong leader who is able to drive projects and programs to completion in a fast-paced environment.
- Experience developing or managing candidate endorsement process.
- Strong background in issue advocacy, including policy analysis, power-mapping, and the development of campaigns and programs to facilitate continuous constituency civic engagement through issue advocacy.
- Experience working with a PAC would be beneficial, but not required.
- Familiarity with political data, the latest technologies, and best practices in the field.
- Strong interpersonal, results-focused, motivational skills, work ethic, and desire for political change are essential.
- Self-motivated – proven ability to work independently; and handle many responsibilities simultaneously.
- Background and commitment to social justice work demonstrate a strong personal commitment to FLIC Votes' mission and values.
- Strong analytical skills, excellent written and verbal communication, and organizational skills.



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- Computer skills: working knowledge of campaign databases including the Voter Activation Network, word processing, Google Drive, spreadsheets, and multimedia presentation software.
- Some experience working with EveryAction and/or commitment to learning and adapting to CRM platforms and mandatory project management tools.
- Willing to have a significant travel schedule.
- English fluency is required; another language is desirable (Spanish and/or Haitian Creole).
- Prior knowledge and experience working in Florida and selected regions is a plus.
- Familiarity with 501(c)4 and 501(c)3 non-profit compliance.
- This position is Miami preferred and requires travel.

**Job Type:** Full-time, nonexempt

**Salary:** \$75K-\$95K

**Competitive Benefits package:**

- 100% Paid Benefits (Health, Vision, Dental, STD, LTD, Life Insurance)
- Parental Leave
- 14 Paid Holidays
- Flexible Work Schedule

How to apply: Email a resume, cover letter, and references to:

hr@flicvotes.org

Ref. subject line "Application for Director of Policy and Politics"

*Applications will be accepted until the position is filled. FLIC is an equal opportunity/affirmative action employer and encourages applications from all qualified people, including women, people of color, persons with disabilities, and LGBTQ individuals.*