



VoteRiders Chief of Staff

OVERVIEW

VoteRiders is a nonpartisan 501(c)(3) nonprofit, focused on voter ID education and assistance. Our work raises awareness of voter ID laws and VoteRiders' services. Our programs identify, educate and help voters in need of voter ID assistance. The VoteRiders goal is to infuse and optimize the industry standard of how democracy, campaign, government, direct service provider, and community organizations handle the issue of voter ID education and assistance.

We are seeking a Chief of Staff (COS) to continue building and increasing the organization's impact. The ideal candidate is an organized, detail-oriented, and efficient team builder with exceptional collaboration skills; able to create relationships of trust; committed to a culture of belonging, good will and accountability; with outstanding delegating and empowering skills.

This is a full-time position and can be based anywhere in the continental United States.

The COS reports to the VoteRiders Chief Executive Officer/Executive Director (CEO) and will have multiple direct reports including the Communications Director, Development Director, National Outreach Director, National Volunteer Manager, Operations Manager, and National Voter ID Clinics Director.

COMPENSATION

This is a salaried position. The salary range is \$110,000-\$125,000.

POSITION SUMMARY

This individual will work closely with the Chair of the Board and CEO to effectively clarify, communicate, manage and carry out the VoteRiders strategic plan with the team.

The Chief of Staff will work with team members, helping determine and prioritize workload. This individual must be able to clearly communicate the team's needs to the executive team and the executive team's vision to the team. The Chief of Staff will collaborate with department heads to ensure that systems are followed, goals are met, and the team is functioning as effectively and efficiently as possible.



PRIMARY RESPONSIBILITIES

Internal Communication and Program Management

- Collaborate with CEO and Chair of the Board to define and implement strategic priorities across outreach, development, communications, and other organizational departments
- Work with CEO to determine key metrics of success; monitor activities and resource-use to ensure all efforts support the organization-wide goals and key performance indicators
- Communicate organization goals to and work with department heads to establish actionable goals in support of this plan
- Facilitate appropriate communication among departments to ensure team efforts are aligned and efficiently executed
- Develop and manage internal communication and engagement strategy best suited to communicate key organizational information to staff, CEO, and Chair of the Board
- Manage staff reporting process for CEO & Chair of the Board
- Prepare CEO and Chair of the Board with information, materials, and communications to effectively engage with staff, Boards, donors, partners, and media
- Act as CEO's and Chair of the Board's representative as needed

Organizational Leadership

- Stimulate collaboration across departments in order to develop actionable goals and track results while building strong and sustainable relationships within all levels of the organization
- Ensure the team has the appropriate tools and is empowered to do their jobs effectively
- Foster optimal staff productivity
- Balance competing priorities, complex situations, and tight deadlines by knowing when to direct, delegate, and be hands-on
- Work to coordinate consistent and effective onboarding, management, and performance evaluations aligned with key performance indicators and goals

Hands-On Support

- Work closely with the Development Director, CEO and Chair of the Board to develop, oversee, monitor, and fine-tune the budget on a regular basis
- Work with the Operations Manager to ensure HR and operations needs are successfully met, including the hiring process and onboarding process as well as payroll, insurance including workers' comp, resolving any legal questions including with Outside General Counsel as appropriate, expense reimbursements, performance review process, Employee Handbook review process
- Oversee and optimize tracking system including feedback from partner organizations such as numbers, dates, and locations of people informed about voter ID, status of those assisted with their voter ID, individual voter stories
- Support departments in planning and executing high-return direct voter contact as well as optimal fundraising, communications, and branding efforts



QUALIFICATIONS

Required

- Significant experience in similar role including similar board and staff management experience
- Excellent written, verbal and interpersonal communications skills; strong communicator, precise, compelling and diplomatic, highly responsive
- Ability to collaborate and achieve actionable results through others as well as the ability to build strong and sustainable relationships
- Solutions-oriented, critical thinking with a passion for organization and project management
- Strong affinity for voting rights, networking and building strategic relationships, and committed to the essential need for and benefit of VoteRiders as a non-partisan civic-engagement leadership organization
- Access to a reliable computer, internet signal, and telephone
- Technologically savvy with strong computer skills, including Microsoft Suite and Google Suite, as well as an aptitude to learn new software and systems

Preferred/Plus

- Law degree strongly preferred
- Community organizing and/or campaign experience
- A background of working within the political arena combined with experience at another not-for-profit organization
- Spanish language skills

EQUAL EMPLOYMENT OPPORTUNITY POLICY

VoteRiders is committed to diversity among its staff. VoteRiders is an equal opportunity employer. All employment decisions at VoteRiders are based on our mission and program needs, job requirements and individual qualifications, without regard to age, race, color, national origin, religion, sex, sexual orientation, disability, or any other legally protected basis. VoteRiders will not tolerate any unlawful discrimination or harassment.

TO APPLY

To apply, send a resume, cover letter and contact information for three references (current or former working relationships) to Info@VoteRiders.org. Please note that references will not be contacted without your permission. Include in the subject line: your **last name** and **Chief of Staff**. Applications will be accepted until the position is filled.

Please include where you saw the job post or how you learned of the open position.