



VoteRiders Policy and Advocacy Manager Job Description

OVERVIEW

Founded in 2012, VoteRiders is the country's leading nonpartisan nonprofit focused on the increasingly crucial issue of voter identification. We implement voter ID education and assistance programs nationwide with a particular focus on states with restrictive voter ID laws and centering the communities most harmed by voter ID requirements. Our on-the-ground programs, partnerships, and digital campaigns raise awareness of voter ID laws, making sure voters know what ID they need to vote in their state and providing completely free ID assistance to voters in need. Our programs identify, educate and help voters with voter ID issues so they can vote with confidence, knowing they cannot be turned away. In the 2024 election cycle our programs directly reached over 15 million voters.

With voter ID laws continually on the rise, VoteRiders is expanding its work in 2025 to include nonpartisan policy and advocacy activities around this crucial issue. For this reason, we are seeking an experienced and highly-motivated Policy and Advocacy Manager to join our team. The Policy and Advocacy Manager will support the organization's growing policy and advocacy program and, in particular, provide support on legislative, policy and litigation priorities related to voter ID laws and in service of VoteRiders' mission.

The Policy and Advocacy Manager will report to VoteRiders' Legal Director. This individual will be the primary internal advocacy resource for VoteRiders staff, providing cross-cutting organizational and capacity-building support across our nationwide programs and working with the Legal Director to continually build VoteRiders' role in coalition spaces related to voting rights advocacy.

The ideal candidate is committed to the essential need for and benefit of VoteRiders as a leading non-partisan civic engagement organization in general and to voter ID education and assistance in particular. They will possess significant issue-area expertise on voter ID or voting rights more broadly, and will also have substantial experience designing, implementing, and supporting policy and advocacy work.

VoteRiders is a fully remote organization, so this individual can be based anywhere in the continental United States, although candidates based in or willing to relocate to

Washington, DC are preferred. The position of Policy and Advocacy Manager is full-time and available ASAP.

PRIMARY RESPONSIBILITIES

National and State Voter ID Law Tracking and Analysis

- Develop deep knowledge and expertise in voter ID laws, with a particular focus on VoteRiders' priority states.
- On an ongoing and continuous basis: research, analyze, and closely monitor all relevant legislation, litigation, and regulations pertaining to voter ID at the federal and state levels.
- Analyze trends in voter ID-related bills, legislation and litigation across the country and provide regular updates and analysis to VoteRiders leadership and other relevant stakeholders.

Policy and Advocacy Program Support

- Assist in developing educational materials, including reports, policy statements, talking points, and fact sheets to educate policymakers, partner organizations, stakeholders, and the general public on voting rights issues.
- Draft legislation, testimony, position papers and advocacy letters.
- Work closely with VoteRiders staff and partner organizations to effectively engage in coalition work around voter ID and voting rights advocacy
- Oversee staff advocacy and lobbying work from a timekeeping and administrative perspective to ensure compliance with all relevant state and federal laws, including refining existing internal systems.

Legal Program Support

- Support the Legal Director in tracking and participating in relevant voting rights litigation
- Assist the Legal Director in managing and expanding VoteRiders' network of pro bono attorneys
- In major election years, provide ad-hoc support to VoteRiders' voter ID Helpline/Chat operations as needed

Organizational Stewardship

- Tend to internal administrative items (e.g., emails/Slack, timekeeping, expenses, HR) .
- Participate in internal activities (i.e., full team meetings, brainstorming, debriefs, culture building activities, and regular check-ins with your supervisor) .
- Engage in organizational and team wide professional development/learning opportunities .

- Meeting planning and facilitation, including being able to creating and leading large and small groups through agendas and effective post-meeting summaries
- Other duties and special projects as assigned, including assisting with overall organizational efforts and priorities on an ad-hoc basis

QUALIFICATIONS

Required

- Graduate degree or Bachelor's degree and 5+ years of relevant work experience with a nonprofit, law firm, in a legislative body, or other similar organization
- Prior voting rights experience
- Strong research and analytical skills
- Excellent written, verbal and interpersonal communications skills
- Demonstrated organizational skills and attention to detail
- Experience in developing deep knowledge and subject matter expertise, ideally in voting rights matters
- An entrepreneurial spirit and an interest in working on a small team in a quickly-expanding organization
- Highly responsive and able to multitask, meet deadlines, and thrive in a fast-paced environment
- Highly self-motivated and self-directed, with a history of resourcefully solving problems and following through without direct supervision
- Must believe in the value of VoteRiders and be driven by its mission
- Demonstrated ability to work in a nonpartisan manner
- Experience working with diverse communities and committed to acting on the belief that racial equity and social justice are critical components of our work
- Ability to work effectively and with collegiality alongside people with whom you may have disagreements; maintain the ability to be transparent about own beliefs without being restricted by them; demonstrate willingness to invest in building bridges and finding common ground; unify behind organizational mission
- Consistent access to a reliable computer, internet, and telephone
- Strong computer skills, including Microsoft Suite and Google Suite with aptitude to learn new software and systems

Preferred/Plus

- Law degree or advanced degree in public policy
- Familiarity with 501(c)(3) and lobbying compliance rules
- Spanish language skills
- Experience with Legiscan

COMPENSATION

Compensation is commensurate with experience and with an anticipated starting salary range of \$70,000 - 95,000 annually, depending upon experience and qualifications. VoteRiders offers comprehensive benefits including health benefits, generous paid time off policies, home office and equipment stipends, and a Calm meditation app subscription. We provide opportunities for merit-based salary increases on an annual basis via an organization-wide performance evaluation process.

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 current or former professional contacts willing to serve as a reference to jobs@voteriders.org. Please note that references will not be contacted without your permission.

Include in the subject line: your **last name** and **Policy and Advocacy Manager**. Applications will be accepted until the position is filled. Please also include where you saw the job post or how you learned of the open position. **Priority consideration will be given to applicants who submit their application by February 10th.**