



## **VoteRiders North Carolina State Director**

### **OVERVIEW**

The VoteRiders North Carolina State Director leads VoteRiders' programming in the state and grows our impact there.

This individual works closely with VoteRiders' National Outreach Director, our National Voter ID Assistance (VIDA) Director and Deputy Director, and our Chief Executive Officer/Executive Director in planning, managing, and executing the North Carolina field program. The North Carolina State Director will lead overall state programming and partnership work, serving as the primary contact with many state-based partners in North Carolina, including voter engagement organizations and direct service providers that serve communities disproportionately impacted by voter ID laws.

VoteRiders does not maintain a physical office but candidates must be physically based in or willing to relocate to the state of North Carolina, and be able to travel regularly within the state, to be considered for this position. While candidates from across North Carolina will be considered, we have a preference for candidates based in or willing to relocate to Raleigh. The North Carolina State Director reports to our National Outreach Director. This position currently directly supervises one full-time staff member, the North Carolina Organizer.

### **PRIMARY RESPONSIBILITIES**

#### **Partner Outreach and Relationship Management**

- Develop and implement a state-specific strategic plan for partner organization outreach and engagement, supporting a broad and diverse range of partners to incorporate and sustain voter ID education and assistance in their work
- Building on previous VoteRiders work in North Carolina: proactively identify, establish, and maintain meaningful partnerships with a growing number of statewide and local organizations to support voter ID outreach and assistance to at-risk communities, including voter engagement groups and direct service providers and leveraging VoteRiders' ID-focused resources, tools, and services
- Leverage relationships with North Carolina partners for the benefit of other VoteRiders state programs by forging connections and supporting partnership development in other states

#### **Policy Monitoring and Engagement**

- Working in coalition with partners, monitor in-state legislative developments and initiatives related to voting rights and voter ID laws.
- Identify strategic ways in which VoteRiders can engage in nonpartisan policy and advocacy activities, and implement policy and advocacy initiatives with support of national-level colleagues.

#### **Voter, Community, and Volunteer Engagement**



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## VOTER ID HELP

- As part of the above-described strategic plan, organize, and join in-state virtual and in-person events to engage voters and at-risk communities directly, offering voter ID education and assistance as needed
- Proactively offer as well as respond to voter ID information and assistance needs of North Carolina voters, including directly assisting North Carolina voters to obtain their state ID if needed
- Assist in the recruitment, training, and oversight of a diverse group of VoteRiders volunteers who can support VoteRiders activities in the state and virtually, including through the implementation of Voter ID Clinics and the provision of virtual voter ID assistance

### **Reporting, Staff, and Program Management**

- Lead and maintain organizational resource development and reporting efforts for North Carolina field programs, including weekly reports, metrics collection, new partner tracking, website updates, and other updates as needed for internal as well as external purposes (e.g. Board of Directors, fundraising, etc.)
- Directly supervise, support, and mentor North Carolina Organizer and ensure that North Carolina field programs are cohesive, coordinated, and effectively implementing and executing all of VoteRiders' programs at scale to meet set goals
- Work with the development department for state-specific grant proposals and reporting
- Develop, track, and report on overall goals/metrics for the state relevant to field programs and other departmental work feeding into North Carolina programs
- Represent VoteRiders externally, including with partners, the media, and other stakeholders
- Liaise cross-functionally with other teams within VoteRiders as needed to ensure mutually reinforcing and successful outcomes
- Provide input into and monitor annual state budget, including tracking of expenses associated with program activities; provide input into ad-hoc budget requests and proposals 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 creating and leading 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**

- Lives in (or willing to relocate immediately to) North Carolina. Please note that relocation

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funds are not provided.

- At least 6 years relevant experience in a similar role, including community organizing experience within the democracy or political space and coalition building experience
- Ability to build strong and sustainable collaborative relationships that achieve actionable results
- Managerial skills and at least 2 years managerial experience, particularly related to managing staff and volunteers in a remote environment
- Exceptional interpersonal skills, motivation, and entrepreneurial spirit
- Demonstrated ability to manage details, resourcefully solve problems and follow through with minimum direct supervision
- Excellent written, verbal and interpersonal communications skills; strong communicator, precise, compelling and diplomatic
- Experience and ability to work with diverse and at-risk communities
- 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; willingness to invest in building bridges and finding common ground and unify behind organizational mission
- Regular access to a reliable computer, internet signal, and cellphone
- Strong computer skills, including Slack, Microsoft Suite and Google Suite with aptitude to learn new software and systems
- Willing to travel within North Carolina with access to readily available and reliable transportation, either public transport or a personal vehicle with active license with appropriate insurance

### **Preferred/Plus**

- Spanish or additional relevant language skills
- Experience with VAN, Mobilize, and/or EveryAction
- Campaign experience
- Existing relationships with North Carolina democracy, direct service, and/or community organizations
- Experience working within the political arena combined with experience at another not-for-profit organization
- Experience with social media and/or digital storytelling methods

### **COMPENSATION**

Starting salary range is \$65,000 - \$75,000/year with comprehensive employee benefits, including:

- Health benefits
- 401K with 4% employer contribution
- Generous paid time off including 4 weeks/year of accrued vacation time, paid sick time, all federal holidays, 5 personal days, and paid office closures at Thanksgiving and winter holidays
- Equipment and home office stipends



- Lifestyle Spending Account
- Calm meditation app subscription

### **EQUAL EMPLOYMENT OPPORTUNITY POLICY**

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.

Studies have shown that members of marginalized communities – such as women, LGBTQ+ and people of color – are less likely to apply to jobs unless they meet every single qualification. VoteRiders is dedicated to building an inclusive, diverse, equitable, and accessible workplace that fosters a sense of belonging – so if you believe you’re the right fit for this role but your past experience doesn’t align perfectly with every qualification in the job description, we encourage you to still consider submitting an application.

### **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](mailto:jobs@voteriders.org) with your name and “North Carolina State Director” in the subject line. Please note that references will not be contacted without your permission.