



National Partnerships Manager

OVERVIEW

VoteRiders' National Partnerships Manager will lead our overall engagement with national partner organizations, as well as with organizations in states where VoteRiders does not have a staff presence.¹ Leveraging strategic partnerships is a key component of VoteRiders' work in ensuring that voter ID education and assistance are offered widely to diverse communities across the country. This new role within the organization will deepen and accelerate our existing partnership work in a critical period for voting rights and electoral equity.

The National Partnerships Manager will work closely with the National Outreach Director to design and execute the national and non-presence states outreach plan, and with VoteRiders' State Directors to ensure that national partnerships translate into strong state-level engagement as well. The National Partnerships Manager will report to the National Outreach Director and can be based anywhere in the continental United States, with a strong preference for candidates residing in or near Washington, DC. This position does not currently supervise any full-time staff members but manages multiple cross-departmental projects and programs.

PRIMARY RESPONSIBILITIES

Partner Outreach and Relationship Management

- Create and execute a comprehensive partnership strategy: Develop and implement a strategic plan for engaging partner organizations nationally and in states without VoteRiders presence. Support a broad and diverse range of partners to effectively incorporate and sustain voter ID education, assistance, and advocacy into their ongoing work.
- Expand VoteRiders' impact by building strategic partnerships: Proactively identify, establish, and maintain meaningful partnerships with national and statewide organizations (in states where VoteRiders doesn't have staff presence). Focus on priority areas to increase adoption of VoteRiders' resources for voter ID outreach, assistance, and advocacy. Target key partner types including voter engagement groups and direct service providers to amplify our reach and effectiveness.
- Strengthen partnerships through direct engagement and mutual support: Organize and participate in virtual and in-person events—including presentations, trainings, and webinars—both nationally and in states without a VoteRiders presence. These events will directly engage voters and at-risk communities by offering VoteRiders' voter ID resources and assistance services.
- Ensure that national partnerships reinforce and strengthen our field programs, proactively connecting relevant team members to appropriate points of contact to support coordinated in-state virtual and on-the-ground activities.

Policy Monitoring and Engagement

¹ VoteRiders currently has a staff presence in: Arizona, Florida, Georgia, North Carolina, Pennsylvania, Texas, and Wisconsin. "Non-presence" states are any states besides these seven, subject to change.



- Work with partners and VoteRiders' Legal team to monitor and proactively suggest ways in which to engage with national efforts and efforts in non-presence states regarding legislative developments and advocacy initiatives related to voter ID.

Reporting, Staff, and Program Management

- Directly manage all aspects of non-presence state programming and work with State Directors as needed to support their work by leveraging national partnerships
- Develop, track, and report on overall goals and metrics for national and non-presence states for both internal and external audiences, as well as lead organizational resource development for national and non-presence states' field programs
- Represent VoteRiders externally at in-person and virtual events in service of the above programmatic goals, including with partners, at conferences and convenings, with the media, and with other stakeholders as needed
- Liaise cross-functionally with other teams within VoteRiders as needed to ensure mutually reinforcing and successful outcomes and partner relationships are continuously up to date.
- Provide input into and monitor annual national outreach and non-presence state budgets, including tracking of expenses associated with program activities; provide input and insight to support 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 (e.g., full team meetings, brainstorm, debriefs, culture building activities, and regular check-ins)
- 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

- At least 6 years relevant experience in a similar role, including community organizing experience within the democracy or political space and coalition building experience and at least 3 years in doing so remotely
- Track record of successfully recruiting, building and maintaining ongoing relationships with external stakeholders including partners, funder, media, etc.
- Demonstrated track record of successful engagement with and management of campaigns, working groups, coalitions, and any other short or term projects.
- Ability to build strong and sustainable collaborative relationships that achieve actionable results
- At least 2 years project management experience, particularly related to managing cross-functional projects 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 and verbal communications skills, including precise, compelling and diplomatic speaking ability.
- 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 to 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
- Strong data, analytical, problem solving, organizational, and reporting skills
- Willing to travel 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 national and statewide 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 \$75,000 - \$85,000/year and 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 with your name and "National Partnerships Manager" in the subject line. Please note that references will not be contacted without your permission.