



# Engage Miami Deputy Executive Director

<b>Position Status:</b>	Full-time, Exempt
<b>Location:</b>	Miami, Florida
<b>Reports to:</b>	Executive Director
<b>Salary and Benefits:</b>	\$82,500-\$92,500 <ul style="list-style-type: none"><li>• Employer covered health, dental, and vision insurance</li><li>• Matching retirement contributions</li><li>• 35-hour work week during non-peak periods</li><li>• 25 organizational holidays and 20 PTO days</li><li>• Mileage and expense reimbursement</li><li>• Monthly telecom and well-being stipend</li></ul>

## ***ABOUT ENGAGE***

Engage Miami builds civic equity and power through voter engagement and local and state issue organizing, as well as civic education and leadership development. We center young voters and leaders ages 16-35, building young people's political power in majority Black and Latinx communities. Our mission is to build a more just, democratic, and sustainable Florida by developing a local culture of civic participation for young people that is bold, creative, and impactful.

## ***JOB DESCRIPTION***

The Deputy Executive Director's role is to grow Engage Miami's visibility, footprint, and impact by supporting implementation of organizational priorities. The Deputy Executive Director will deepen engagement with partners and coalitions, strengthen our public narrative and messaging, and develop purposeful and powerful relationships with media, funders, and donors. The Deputy Executive Director will work closely with the Executive Director and department heads to increase equity and effectiveness and provide strategic project management and coordination for cross-department collaborative projects including candidate engagement, issue advocacy, message analysis and execution, testing and research, and data collection and analysis. The ideal candidate will be an experienced, collaborative, and effective leader committed to Black and Latinx youth power, have love for South Florida, and be eager to develop knowledge, skills, and strategic analysis individually and organizationally.

### **Role and Responsibilities:**

Growing Capacity, Narrative, and Visibility - 30%

- Developing and advancing a powerful public narrative to advance the issues, values, and impact of young Black and Latinx voters and leaders, serving as Engage Miami's primary media spokesperson and growing our public presence
- Increasing our fundraising capacity through telling the story of our work and vision, including actively supporting donor and foundation relations and communications



#### Strengthening Partnerships and Programmatic Impact - 30%

- Strengthening our issue organizing and advocacy through strategic campaign support, message development, coalition engagement, and partner support
- Engaging electeds, candidates, and issue and educational partners to deepen engagement, increase program reach, and strengthen partner alignment and coordination
- Supporting program expansion to grow our voter engagement footprint and impact across South Florida while safeguarding the organization through ensuring rigorous compliance
- Supporting staff and coordinating external stakeholders to strengthen targeting, analysis, testing, and research to increase our program and messaging impact

#### Program and Project Leadership - 40%

- Managing communications, program, and organizing departments to align with strategic priorities and meet annual goals
- Leading and managing special projects including research and impact assessment, candidate forums, issue campaigns, voter guides, messaging strategy, and other interdepartmental collaborations
- Collaborating with organizational leadership, staff, and partners to define organizational priorities and develop ambitious but realistic plans and proposals

#### **Essential Qualifications:**

- Deeply invested in our mission and strategy as well as Engage Miami's long-term success, sustainability, and impact
- Committed to power building and strategic civic engagement centering Black, Latinx, and LGBTQ+ youth voters and leaders
- Deep-seated team orientation and collaborative mindset with excitement to support department and organizational goals and priorities
- Strong anti-racist, feminist, disability justice, and anti-oppressive lens and commitment to practicing Engage Miami's organizational values
- Excellent verbal and written communication skills, including attentiveness to framing, medium, audience, and storytelling
- Ability to influence the public narrative to increase the visibility of our work, our issues, and our vision
- Must be eager to grow our influence and impact through media and donor relations
- Fluency and comfort with spreadsheets and workbooks to design programs, plan projects, track metrics and data, and generally crunch the numbers so we know where we're going and where we're at, with efficient system design and implementation
- Significant management-level experience with voter engagement and campaigns, policy and advocacy, organizing, and civic engagement and education, including history of program or organizational leadership in more than one electoral cycle



- Understanding of C3 and C4 non-profit compliance practices and application to communications and program design
- Commitment to learning and assessment, including strength-based and growth-centered development of self, team, and community and willingness to develop skills and knowledge rapidly to advance our priorities
- Four or more years of project and staff management experience demonstrating both equity and effectiveness
- Belief in the ability of youth political power and multiracial organizing to win the future we deserve for ourselves and our communities

### **Desired Qualifications**

- Multilingual in Haitian Kreyol and/or Spanish
- Formal education background in political science, public policy, education, psychology, sociology, communications, or other relevant fields
- Already connected to Miami-Dade and Florida political and progressive nonprofit scene
- Experience with data, research, and impact assessment
- Experience with operations, administration, and finance
- Experience with grant and proposal writing as well as grant management and reporting

### ***APPLICATION INFORMATION***

Applications will be accepted and reviewed on a rolling basis until the position is filled.

Email [hr@engage.miami](mailto:hr@engage.miami) with your resume and 2-3 work samples such as program plans, impact reports, messaging guidance, or fundraising proposals, as well as a 1-2 page cover letter or 3-4 minute video responding to the following prompts:

- Why are you committed to building the independent political power of Black and Latinx youth in South Florida?
- What leadership qualities do you most value in yourself and in organizational leadership?
- Of the responsibilities and competencies shared on this job description, where do you already have significant and demonstrated strengths and where are you eager to grow and develop?

Individuals who are Black, Indigenous, Latinx and people of color, individuals with disabilities, and LGBTQ+ individuals are strongly encouraged to apply. All ages are encouraged to apply. Engage Miami is an equal opportunity employer. Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, gender identity, disability, veteran status, or any other class protected by law. Assistance and/or reasonable accommodations during the application process are available to individuals upon request.