

Director of Voter Engagement Engage Miami & Engage Miami Civic Foundation



Position: Director of Voter Engagement
Salary: \$57,500 - \$67,500
Location: Miami, Florida
Reports To: Executive Director

ABOUT ENGAGE:

Engage Miami takes down barriers and builds bridges to equitable civic leadership through voter registration, civic education, and organizing campaigns on the issues that matter to young people in Miami. Our mission is to build a more just, democratic, and sustainable Miami by developing a local culture of civic participation for young people that is bold, creative, and impactful. We build political power for young people in South Florida to make sure the future is better for everyone.

JOB DESCRIPTION:

Engage Miami seeks a Director of Voter Engagement to oversee the organization's electoral organizing strategies. The Director of Voter Engagement will be a key leader in the organization, responsible for activating youth voter engagement in South Florida and directing our Youth Vote electoral program. The position's primary goal will be to build the power of young people in Miami-Dade at the voting booth. An ideal candidate has a proven track record of leading effective voter engagement campaigns and is deeply invested in making Miami more just and equitable and brings curiosity, a strategic mindset, a strong solutions orientation, and the ability to manage teams and systems for equity and effectiveness.

Core responsibilities will include:

Electoral Organizing 80%

- Develop and manage large-scale voter registration and vote-by-mail sign up programs focusing on young people in South Florida
- Develop and manage strategic c3 and c4 voter engagement and field plans in coordination with organizational leadership and staff that boost the turnout of Gen Z and Millennials, including implementing integrated digital and mail campaigns
- Integrate the Engage's Young People's Policy Priorities platform into local electoral organizing, such as voter guides and recruiting local candidates to sign on to our platform
- Manage field, data and other electoral staff including canvas teams for equity, effectiveness and growth, ensuring successful hiring and recruitment, training, quality control and accountability
- Oversee and manage data, tools, systems, processes and resources used in organizing programs
- Provide analysis, district breakdowns, and program impact evaluations and reporting
- Manage and deepen organizational relationships with organizing partners, elected officials, coalitions, community leaders, and organizations, etc.
- Support in program development, fundraising, budget management and financial tracking

Organizational Leadership 20%

- Represent the organization and manage participation in organizing and electoral coalitions
- Research and implement innovative strategies, practices and tools for organizing and voter engagement

- Lead in assessing our local political landscape and opportunities, and stay up to date on the dynamic electoral, movement and political environment
- Assist the Development team in fundraising for electoral, advocacy and organizing work, by developing fundable plans, interfacing with select funders and providing input and support for grants and proposals as needed
- Be a part of Engage's organizational leadership team, contributing to organizational strategy, management, vision and program assessment and development
- Collaborate with other team members, department directors, and Engage leadership team to coordinate strategy and planning to support Engage Miami's overall organizational goals
- Publicly represent the organization as needed in the media, on panels, etc.

Strong applicants will come ready with:

- At least 3 years of electoral or campaign experience and at least 2 years of experience managing teams
- Ability to write and implement voter engagement campaign plans
- Ability to leverage and implement data and quantitative systems and spreadsheets, especially into electoral work and plans, including an ability to manage complex systems for tracking and program planning.
- Strong interest in and knowledge of political landscape, electoral organizing, and v
- Ability to plan, manage and assess electoral and organizing programs and tactics, and collaborate with team to align programs and tactics with organizational goals.
- An understanding of and strong commitment to Engage Miami's mission of building the power of young people at the local level to advance equity, justice, sustainability and a healthy democracy
- Goal orientation and strategic mindset, with ability to adapt and collaborate to meet desired outcomes and metrics with thoughtful, proactive, and intentional communication
- Self-driven work style, including strengths in being resourceful, innovating and finding creative solutions to problems while seeking feedback and supporting team goals
- Strong management skills, including setting goals, delegating and communicating effectively, fostering a culture of accountability and giving and receiving feedback
- Proactive problem-solving, including the abilities to think ahead, troubleshoot potential problems, seek solutions, and help the team meet their goals, with thoughtful communication about issues as they arise. Strong applicants will have significant prioritization and organizational skills and an adaptable work style.
- Commitment to the growth and development of self, team, and community. Strong applicants will be inquisitive, curious and open to feedback, direction, and collaboration.
- Commitment to anti-racist, feminist, and culturally competent approaches to learning, leading, and organizing

Nice to have:

- A proven track record of success building and managing a voter engagement program and related budgets
- Significant knowledge of civic systems and history, especially in Miami-Dade, including being consistently up to date on political and civic happenings locally

- Formal education background in political science or other fields relevant to organizing young people to build power and make a local impact
- Knowledge of c(3) and c(4) rules and regulations regarding electoral work, candidate engagement and lobbying in Florida
- Enthusiasm and strong skills in data management and statistical analysis
- Understanding of and experience with grant writing and fundraising for electoral and organizing programs

Individuals who are Black, indigenous, or people of color, 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.

Benefits include: health, dental and vision insurance, generous PTO, flexible remote work policies, and a cell phone stipend.

To apply, provide a resume as well as 2-3 relevant work samples that show the competencies needed for this position. Please email all application materials attached to hire@engage.miami with the subject line 'Director of Voter Engagement Application'. **Applications will be reviewed on a rolling basis.**