



## **DIRECTOR OF POLICY AND POLITICS**

**Organization** FLIC Votes is an independent organization that seeks to defend democracy by shaping an active and conscious electorate so that it more closely reflects the diverse populations of Florida.

### **Key Areas of Responsibility**

The Director of Policy and Politics manages long-term strategic thinking about how FLIC Votes and its partners can use political engagement to build sustainable power in historically marginalized communities.

The Director of Policy and Politics will manage all aspects of FLIC's statewide voter engagement program with an understanding of comprehensive campaigns and field operations to implement culturally appropriate capacity-building activities and civic engagement opportunities with and for partners and in the field.

### **Key Roles include:**

- Develop and strengthen FLIC Votes' Political Department, including identifying strategic opportunities for growth and success, as well as managing challenges; Manage FLIC and FLIC Votes' Democracy Program; Oversee development of the statewide political plan by working with partners in the planning, implementation, and evaluation of voter engagement and political programs;
- Provide high-level strategic advice to Executive Directors on Voter Engagement program development, including long-term strategy and growth, targeting, electoral, legislative, and ballot initiative opportunities. Develop and implement strategies and build infrastructure to conduct field canvass and phone bank operations in South and Central Florida.
- Execute voter engagement plans and monitor the progress of measurable outcomes towards programmatic goals and objectives in terms of phone banks, canvassing, and other voter turnout /engagement activities, including management of partnerships with local partners for successful implementation.
- Ensure Voter Database development and management to serve campaign needs. Support Site Coordinators to produce, use and track appropriate data. Develop and oversee data, reporting, and quality control systems statewide.
- Raise and manage resources to support the departmental budget;
- Grow the team by recruiting and hiring new staff for the Civic Engagement and; Provide supervision and coaching, including performance-related feedback, training and support, work planning, and appropriate delegation of responsibilities and work.
- Continues and rigorous use of EveryAction and other required data tracking metrics to measure deliverables and engagement integration.
- Support alliance building and membership development to sustain productive internal and external relationships and promote Florida Votes.



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- Coordinate with other departments within the organization to ensure that the political program aligns with FLIC Votes' broader strategy, particularly close coordination with issue campaign leads and organizing team.
- Represent FLIC Votes in key tables, coalitions, and meetings with allies and national partners;

### **Qualifications and experience**

- Significant experience managing staff, raising political money, developing political campaign goals and strategies, and working effectively with community-based organizations. Three or more years in leadership positions in political campaigns, field, and canvass operations covering numerous geographic regions and contacting tens of thousands of voters.
- Has a strong political network and relationships with leaders within the progressive landscape; Experience working in diverse communities and with grassroots organizations; Ability to work within a coalition of diverse organizations and partners.
- Experience managing large scale or statewide political or voter engagement campaigns; Independent and strong leader that is able to drive projects and programs to completion in a fast-paced environment;
- Experience developing or managing candidate endorsement process;
- Experience working with a PAC would be beneficial, but not required;
- Familiarity with political data, latest technologies, and best practices in the field;
- Strong management and supervisory skills are required. S/he will have successful experience leading and managing diverse staff and working with ethnically and culturally diverse populations and will have the intellectual drive, a progressive outlook, and the entrepreneurial spirit to effectively conduct campaigns.
- Candidates must work within a team with proven leadership ability and an orientation towards handling many responsibilities.
- Strong interpersonal, results-focused, motivational skills, work ethic, and desire for political change are essential.
- Self-motivated – proven ability to work independently; and
- Background and commitment to social justice work demonstrate a strong personal commitment to FLIC Votes' mission and values.
- Experience in building and maintaining multi-sector alliances preferred.
- Strong analytical skills, excellent written and verbal communication, and organizational skills.



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- Computer skills: working knowledge of campaign databases including the Voter Activation Network, word processing, google drive, spreadsheets, and multimedia presentation software.
- Some experience working with EveryAction and/or commitment to learn and adapt with CRM platforms and mandatory project management tools.
- Willing to have a significant travel schedule
- English fluency is required; another language is desirable (Spanish and/or Haitian Creole).
- Prior knowledge and experience working in Florida and selected regions is a plus.
- Familiarity with 501(c)4 and 501(c)3 non-profit rules is a plus
- This position is located in Miami and requires travel

**Job Type:** Full-time, non-exempt

**Salary:** 80K

**Competitive Benefits package:**

- 100% Paid Benefits (Health, Vision, Dental, STD, LTD, Life Insurance)
- Parental Leave
- 14 Paid Holidays
- Flexible Work Schedule

**How to apply:** Email a resume, cover letter, and references to:

**[hr@flic.org](mailto:hr@flic.org)**

Ref. subject line **“Application for Director of Policy and Politics”**

*Applications will be accepted until the position is filled. FLIC is an equal opportunity/affirmative action employer and encourages applications from all qualified people, including women, people of color, persons with disabilities, and LGBTQ individuals.*