Job Announcement: Political Director
Announcement date: June 21, 2022
Applications will be reviewed on an ongoing basis and first review will begin: July 11, 2022

Overview
Conservation Voters for Idaho (CVI) protects Idaho’s environment and quality of life by informing, engaging and empowering citizens who care about our natural heritage and healthy communities. CVI is seeking an experienced, full-time Political Director to lead and direct our advocacy, electoral, and campaign programs. This is a unique role designed to build power by electing people at the state, county and municipal levels who will enact policies and laws to protect Idaho’s public lands, clean water, air, and democracy and address the climate crisis. The ideal candidate will understand Idaho’s political landscape and be able to build relationships with a broad coalition of partners and elected officials.

The Political Director is responsible for planning and executing CVI’s community organizing and mobilization strategies, electoral work, field work, digital organizing, and data management under light guidance of the Executive Director.

Primary Duties and Areas of Responsibility

Field Work/Advocacy
- Create and implement electoral campaign and field organizing plans that support the organization’s strategic vision, program goals, and other campaigns.
- Coordinate field team to meet the outreach needs of CVI’s programs.
- Implement field tactics as the primary tools for organizing and mobilizing support for candidates and initiatives including but not limited to phone calls, mail, radio, digital, door-to-door canvassing, texting, and emails.
- Oversee joint field campaigns with CVI’s partners.
- Develop content for campaign messaging.
- Supervise the Field/Data Associate and Voter Outreach Team.
- Represent CVI in a coalition of c4 organizations to coordinate field work.
- Manage field data to ensure accuracy and completeness.

Elections
- Create and execute political campaign plans, develop strategies, and utilize best practices to advance the political goals of CVI through winning elections.
• Lead candidate endorsement process and provide recommendations to the Executive Director.
• Serve as staff liaison to CVI Board Endorsement Task Force.
• Identify potential conservation champion candidates and persuade them to run for election.
• Conduct candidate training that includes design and implement curriculum, organize guest speakers, arrange site logistics, invite candidates.
• Oversee the work of consultants making media buys and production of campaign materials.
• Develop and strengthen the political program by continuously engaging partners and staff in the planning and evaluation of political campaigns.

Data Management & Analysis
• Organize, manage, update, and record field and advocacy data with the intention to support CVI’s engagement, efficiency, and efficacy.
• Act as organizational point-person and technical expert for NGP-VAN and EveryAction software, conduct troubleshooting, train users, represent organization to vendor as it relates to organizing and mobilizing.
• Create post-action data analysis reports to track impacts. Provide reports to the Executive Director and other relevant staff for distribution.

Administration & Management
• Participate in CVI meetings, retreats, etc. as needed and complete all required paperwork.
• Manage relevant program budgets.
• Ensure campaign finance law compliance.
• Work with the Executive Director and Development staff to support campaign fundraising needs.
• Support program and operations staff as directed.

Knowledge, Skills, and Abilities
• 5 election seasons of campaign work paid or volunteer with a minimum of 3 election seasons of paid campaign work.
• 1 year experience with database management and report writing.
• 2 years experience in supervising and motivating staff.
• Experience with Idaho state-level campaigns preferred.
• Training or teaching experience preferred.
• Experience with representing an organization to external audiences preferred.
• Optimistic, creative approach and flexibility.
• A teamwork mindset.
• Exemplary communication abilities and outgoing, yet poised personality, even under stress.
• Ability to work with a wide variety of people, including candidates for office, elected officials, board and staff, organizational members, consultants, and national partners in a positive, professional manner.
• Ability to share insight into field and campaign work in a compelling and professional manner in donor meetings with development staff.
• Excellent organizational abilities and attention to detail.
• Detailed understanding of political strategy, electoral process, and voter behavior.
• Passion for political organizing and advocacy.
• Expertise in Microsoft Office, Google suite, voter database, digital organizing software, outreach software.
• A commitment to environmental conservation.
• Supervise others consistent with CVI policies and culture.
• A strong commitment to racial justice, equity, and inclusion and demonstrate an understanding of local and state political and cultural dynamics.

Education
Bachelor’s degree in political science, public administration, or business administration preferred but not required.

Compensation:
This is a full-time position based in Idaho, Treasure Valley preferred. CVI offers a hybrid work schedule with both in-office and remote work options.

This is a FLSA exempt position. Salary range is $55,000-$65,000 and will be dependent upon experience. Competitive benefits include healthcare, dental and vision with CVI paying the full premium for the employee, Simple IRA with employer match, Flexible Spending Account, Health Reimbursement Account, generous time off including PTO, personal days, and holidays, and ability to work a flexible schedule.

CVI is committed to providing a fulfilling professional experience for our staff. Investing in our employees, supporting their professional growth, and creating a workplace that is committed to excellence and works to create lasting change for Idaho is the foundation of our work. All CVI employees have access to a number of trainings, workshops, and professional development opportunities relevant to their position and career goals.

This position may require some evening and weekend work.

To Apply
Send a resume, three professional references, and a cover letter that addresses your interest in the position to jobs@cvidaho.org with the subject line “Political Director.”

CVI is an equal opportunity employer and we are committed to building a culturally diverse staff. We strongly encourage applications from people of color.