

**Director
Detroit, MI**

Vacancy Announcement

About Michigan Voices:

Michigan Voices is a state-based collaboration formed in 2005 to improve long-term coordination and communication among community-based nonprofit civic engagement 501(c)(3) organizations in Michigan. The Michigan Voices table works together to create a more accessible, inclusive, and representative democracy. Michigan Voices and its partners are committed to reducing bias and discrimination; increasing diversity and inclusion; and advancing collective action around a common issue agenda.

Michigan Voices seeks a full-time Director to begin work in November 2019. The Director will coordinate the collaborative, which is made up of justice-oriented, nonpartisan, nonprofit organizations. Through effective collaboration with table partners, the Director is responsible for developing a coordinated, statewide program plan, fundraising to support the plan, innovating and evaluating best practices, engaging new partners to participate, managing staff and contractors, and overseeing the provision of resources and technical assistance for table partner organizations.

Duties and Responsibilities:

Organization Mission and Vision

- Responsible for implementing Michigan Voices' programs that align with the organization's Mission and Vision
- Lead the strategic planning to ensure that Michigan Voices can successfully fulfill its Mission in the future
- Responsible for the enhancement of Michigan Voices' image by fostering trust and collaboration in the community
- Responsible for communicating effectively with State Voices, as well as provide, in a timely and accurate manner, all information necessary for informed decision-making

Leadership

- Engage in planning, coordination, and networking at state and national levels
- Actively participate in the State Voices network, learning from and engaging with other state tables to bring new ideas to Michigan, and grow the profile of the Michigan Voices table nationally
- Expand the coalition by identifying and meeting with non-profits across the state that work with historically under-represented people and communities

- Represent Michigan Voices in local, state, and national coalitions
- Lead all fundraising efforts, which includes planning appropriate strategies, submitting donor proposals, as well as maintaining good organization fundraising records

Financial Performance

- Responsible for fiscal integrity and management of the Michigan Voices operating budget
- Responsible for budget submission for approval, annual budget development, and providing monthly financial statements
- Responsible for developing criteria for re-grant allocation to partners, as well as provide program and financial oversight

Supervision & Management

- Manage the staff & consultants required to implement programs on behalf of table partners
- Develop and coordinate trainings for table partners, including (but not limited to) non-partisan voter engagement tactics (voter registration, voter education, voter mobilization, advocacy), data tools, tracking and management, and voter contact actions
- Responsible for the hiring, training, and retention of competent, qualified staff to meet the needs of the table

Required Qualifications:

- A strong commitment to building long-term, sustainable political power with historically under-represented communities
- Demonstrated experience with voter contact programs; at least three years' experience in labor, political, or community organizing campaigns, and an understanding of legislative and electoral processes
- Staff supervision and management experience
- Demonstrated knowledge of 501(c)(3) nonpartisan voter engagement and advocacy rules
- Experience working with historically under-represented communities
- Demonstrated experience in coalition-building, and knowledge of the political landscape in the state are required
- Ability to set goals, communicate effectively, work well under pressure, be detail oriented, and meet deadlines
- A self-starter, willing to work long and irregular hours and travel as needed
- Ability to manage several tasks/projects concurrently, and prioritize work effectively
- Diplomatic, professional approach to problem-solving, and the ability to think independently and creatively
- Excellent organizational, time management, oral and written communication skills

- Must exercise good judgement and discretion, and be able to work independently and as a member of a team
- Minimum of 3-years experience using VAN (Voter Activation Network). Familiarity with online digital organizing tools and constituent relationship management tools is a plus
- Must reside in Michigan, or be willing to relocate

Compensation:

Salary range is \$70 - \$90k annually, and includes a full benefits package.

To Apply:

Please send cover letter, resume, and salary requirements to smontoya@statevoices.org. Please indicate “MI Director” in the subject line. Women and persons of color are encouraged to apply. Resumes will be accepted until the position has been filled. Please, no phone calls.

FLSA Status: Full-time Regular Position, Overtime Exempt

Equal employment opportunity and having a diverse staff are fundamental principles at State Voices, where employment and promotional opportunities are based upon individual capabilities and qualifications without regard to race, color, religion, gender, gender identity or expression, pregnancy, sexual orientation, age, national origin, marital status, citizenship, disability, veteran status or any other protected characteristic as established under law.

About State Voices:

State Voices is a network of nonpartisan, state-based coalitions that work with hundreds of grassroots organizations to break down barriers to civic participation, restore confidence in government, and bring historically marginalized populations - and their issues - to the center of public discourse. We work in states to strengthen grassroots efforts by making efficient use of limited resources, promoting best practices, and achieving solutions no one group could achieve on its own. For more information about State Voices, please visit www.statevoices.org.