



# MICHIGAN LEAGUE OF CONSERVATION VOTERS | *Ed. Fund*

## **Michigan League of Conservation Voters Education Fund - State Director for Voter Registration**

The Michigan League of Conservation Voters Education Fund (MLCVEF) is seeking a full-time State Director for Voter Registration to lead a non-partisan voter registration program. The State Director will oversee a team of canvassers across target communities in Michigan and will be responsible for hiring, training and developing area staff, as well as managing day-to-day activities necessary to successfully accomplish program goals.

The ideal candidate will have experience in community organizing and managing teams. They will be committed to getting results in a fast-paced environment, and able to handle a heavy workload. The primary responsibilities of this position include managing a large team of canvassers, working in partnership with quality control as well as developing and maintaining relationships in the community. The State Director for Voter Registration will report to the Civic Engagement Director. Alongside a team of tenacious colleagues, the State Director for Voter Registration will register voters, advocate for voting rights, and build and amplify the voices of communities of color and other key constituencies who are disproportionately impacted by environmental issues.

### **About the Michigan League of Conservation Voters Education Fund**

The MLCVEF is a statewide organization whose mission is to educate, mobilize and engage Michigan citizens in the democratic process, and to educate and engage with decision-makers, in order to ensure that protecting Michigan's natural resources and our Great Lakes is a top priority in Lansing. We work closely with elected officials, business leaders, partner organizations and advocates from across the state, and we have built a reputation as the leading, non-partisan voice for Michigan's land, air and water.

Our work to protect and advocate for the environment is rooted in our commitment to racial, social and environmental justice. Communities of color are disproportionately impacted by climate change and pollution. For this reason, racial justice and equity are inextricably linked to protecting our environment. Within the organization, we are actively building a workplace culture that demonstrates how we value equity and inclusion through more intentional and inclusive practices. We are committed to building an organization that represents a variety of backgrounds, perspectives, and skills.

MLCVEF is an equal opportunity employer. We assure equal treatment in hiring selection, promotion, transfer, compensation, benefits, training, discipline and other personnel practices and terms or conditions of employment without regard to race, color, religion, sex, age, national origin, height, weight, marital status, genetic testing status, veteran status, disability, sexual

orientation, gender status, or any other protected class established by all applicable federal, state and local laws and ordinances.

**The State Director for Voter Registration is responsible for the following:**

- Run a site-based voter registration program, including recruiting from within the local community a team of area directors, quality control staff and canvassers.
- Work closely with the Civic Engagement Director, Quality Control Director and other staff to set and accomplish program goals.
- Manage the day-to-day activities and budget of the program.
- Develop, implement, and conduct customized training programs for the canvassers.
- Provide regular feedback to and hold staff accountable for voter registration goals.
- Ensure program is executed with a high standard of quality control and professionalism.
- Oversee an extensive follow-up program targeted at new registrants.

**What we are looking for:**

- Creative, motivated leader with an organizing background who is goal-driven and detail-oriented.
- Highly organized self-starter who takes initiative, provides effective management and can complete projects independently or collaboratively as needed.
- Excellent planning, priority-setting and time management skills and be able to anticipate and plan ahead for potential challenges.
- Experience working with coalitions and developing partnerships to advance shared goals;
- Ability to work a campaign schedule including long hours, evening, and weekend work;
- Positive, solutions-oriented attitude and a commitment to maintaining a supportive, empowering culture.
- A strong commitment to racial justice, equity, and inclusion.
- A belief that access to the democratic process is important and that the protection of Michigan's land, air and water should be a priority.

**Benefits and Compensation**

MLCVEF offers a competitive compensation and benefits package that includes the following: health and dental coverage, long-term and short-term disability coverage, reimbursements for business-related travel, and a team of smart, funny and kind colleagues working together to deliver on a mission that really matters.

**How to Apply**

Please send your cover letter and resume to [jobs@michiganlcv.org](mailto:jobs@michiganlcv.org) and include "State Director for Voter Registration" in the subject line. Applications will be accepted on a rolling basis.