



JOB DESCRIPTION: CO Field and Program Director

ISSI is a not-for-profit corporation established to provide on the ground state-based data management, targeting and coalition-building advice and services to a variety of clients, including advocacy groups, charities and political organizations. These services are interconnected and while each team member may specialize in a particular area all staff collaborate extensively on a range of projects for disparate state-based 501c3s, 501c4s, and 527s.

Summary

The Field and Program Director will primarily serve as a consultant to our clients on the ground in Colorado and as such is responsible for maintaining relationships within coalitions, including Labor, environmental groups, pro-choice advocates, education advocates, civil rights organizations as well as non-profit, non-partisan civic engagement groups. Responsibilities include but are not limited to working with these organizations to develop and implement their voter contact and field plans, building their membership bases, and assisting with the oversight of staff.

Location: Denver, CO

Job Functions

- Coalition Development and Maintenance: Continual recruitment and development of a coalition of partner organizations with varying capacity, missions and budgets.
 - Proactively providing data and technical assistance to groups to increase their program effectiveness and capability.
 - Conduct outreach to and maintain relationships with state allies and partner groups, grassroots groups and leaders.
 - Respond to individual partner program requests.
- Create and Implement Electoral Strategy: Combine polling, voter file data, and electoral history to effectively target progressive voters and create an electoral strategy to be adopted by the coalition. This process allows the progressive community to efficiently use collective resources and expand our reach to a larger number of voters.
- Work closely with client Statewide Directors.

Key Qualifications

- At least 2 to 4 years experience in labor, political or community organizing and political campaigns preferred. Field organizing experience required.
- Experience facilitating coalitions required, and knowledge of the political landscape in the state required.
- Ability to manage several tasks/projects concurrently and prioritize work effectively.
- Ability to communicate effectively, work well under pressure, be detail oriented and meet deadlines.
- Strong inter-personal skills and ability to work in a team environment with minimal supervision
- Diplomatic, professional approach to problem solving and the ability to think independently and creatively.
- Excellent organizational, time-management, oral and written communications skills.
- Must exercise good judgment and discretion and be able to work independently and as a member of a group.
- Must be a self-starter; willing to work sometimes long, irregular hours and to travel as needed.

Salary is commensurate with experience. Benefits include health, dental, vision and 401K. To apply, please email (include the job title as subject line) a copy of your resume, a cover letter and three references to:

jobs@infoservicesgroup.net. ISSI is an equal opportunity employer.