



**Position:** Political, Organizing, and Field Manager

**Type:** Full time

**Reports to:** Deputy Director

**Location:** Statewide, based in Denver, Colorado (work can be done remotely, element of in-person responsibilities in Denver)

**Application deadline:** Extended to 11:59 pm on Monday, June 27, 2022

## **THE ORGANIZATION**

One Colorado is the state's leading advocacy organization dedicated to advancing equality and opportunity for lesbian, gay, bisexual, transgender, and queer Coloradans and their families. Our vision is a fair and just Colorado.

One Colorado is comprised of three organizations: One Colorado Education Fund, a 501(c)3 that leads the organization's public education and civic engagement efforts; One Colorado, a 501(c)4 that leads the organization's lobbying and advocacy efforts; and One Colorado PAC, a state political committee that supports the organization's political endorsements.

## **THE POSITION**

One Colorado is seeking an experienced Political, Organizing, and Field Manager that will work with the Political and Organizing Team to plan, coordinate, and implement the organization's grassroots organizing, public education, and civic engagement efforts. This role is responsible for building and empowering volunteers and supporters.

**This is not an entry-level position.** The ideal candidate will have a proven track record in grassroots field organizing, community engagement, volunteer recruitment and management, civic engagement, and coalition building. The Political, Organizing, and Field Manager should also be outgoing and possess strong verbal and writing skills. They must be able to keep composure in a stressful environment and be willing to juggle multiple priorities and projects while meeting deadlines under pressure. They must have a desire to learn on the job, meet any challenge with a positive attitude, and hold themselves and others accountable for reaching goals. Finally, they must be committed to advancing the rights and protections for LGBTQ Coloradans and their families.

## **JOB RESPONSIBILITIES**

The Political, Organizing, and Field Manager is responsible for the following:

### **Organizing Colorado (45%)**

- Develop and implement, in collaboration with the Deputy Director and Political and Organizing Team, plans to reach One Colorado's political, electoral, legislative, public education, and civic engagement goals;
- Collaborate with the Communications Director to identify, recruit, and train community messengers to generate earned media opportunities.
- Participate in advancing One Colorado's volunteer Speaker's Bureau engagement efforts to ensure the organization accurately represents stories from the community at-large;
- Align organizing and community engagement efforts with One Colorado's brand and external communications objectives in coordination with the Communications Director;



- Work with coalition partners to collaborate on programs and campaigns;
- Help to plan and implement One Colorado's organizing and public education events;
- Identify opportunities to engage, on a regular and consistent basis, in community and partner events.

### **Volunteer Recruitment and Management (25%)**

- Effectively identify, recruit, and manage One Colorado members, supporters, and political and organizing staff to achieve One Colorado's political, legislative, public education, and civic engagement goals;
- Plan and implement volunteer activities including, but not limited to, regular call nights, data entry, canvasses, and statewide tabling opportunities.

### **Management (25%)**

- Oversee One Colorado's political and organizing program, including supervision of regional field organizers and interns;
- Participate in One Colorado events and fundraisers;
- Other duties as assigned.

### **Data Management (5%)**

- Maintain supporter and voter data with a focus on optimizing data collection and timely entry.
- Coordinate with national, statewide, and local partners using available information and data to create a robust field organizing plan.

## **CANDIDATE PROFILE**

One Colorado is seeking a candidate who is results-focused, highly driven, possesses outstanding interpersonal communication skills, and is meticulously organized.

You should have:

- Interest in LGBTQ issues and passion for One Colorado's mission and vision;
- Personal commitment to advancing equality for LGBTQ Coloradans and their families through civic engagement;
- Demonstrated commitment to meeting a high bar and a record of working through obstacles to meet goals;
- The ability to engage easily and naturally with anyone and to work effectively with diverse allies, community members, volunteers, and colleagues;
- Experience using the Voter Activation Network (VAN), specifically with data entry, pulling lists, and creating virtual phone banks;
- Experience planning and implementing a comprehensive Get Out The Vote (GOTV) strategy which prioritizes engaging New American Majority (NAM) voters;
- A minimum of two years prior electoral, issue, or education campaign experience and/or two years of prior community organizing experience in Colorado;
- Proven experience managing staff and/or leading a team;
- Strong commitment to dismantling oppressive systems and building towards a more equitable and inclusive future;
- Familiarity with Colorado's political, LGBTQ, and/or progressive movements;



- Bilingual in English and Spanish preferred;
- Experience using Google with GSuites, GDrive, and Google Docs;
- The ability to maintain flexible work hours – including weekends, evening hours, and in-state travel 5-10 days per month, especially the ability to travel to Pueblo County for in-person job responsibilities;
- Applicants must have reliable transportation, with the expectation of in-state travel 5-10 days a month.

## **COMPENSATION AND BENEFITS**

**Salary range is \$48,000 - \$58,000.** One Colorado offers a full benefits package with medical, dental, retirement plan with partial employer match, vision insurance, generous holiday and paid time-off benefits, professional development budget, mileage reimbursement, and cell phone reimbursement. One Colorado covers 100% of a full-time employee's life insurance, medical, and dental benefits.

## **TO APPLY**

Email Satori Lai, Administrative Assistant, at [satoril@one-colorado.org](mailto:satoril@one-colorado.org) and include "Political, Organizing, and Field Manager" in the subject line with:

- a cover letter, communicating your commitment to Equity, Diversity, and Inclusion, why you are excited to work at One Colorado, and highlighting any experience you have recruiting, managing, and training volunteers; managing staff; working with candidates and elected officials; and/or executing voter identification, persuasion, and Get Out the Vote efforts;
- and your resume.

**Applications will be accepted until 11:59 pm on Monday, June 27, 2022.** Incomplete or late applications will not be considered.

## **COMMITMENT TO EQUAL EMPLOYMENT**

One Colorado is an aggressive advocate of inclusivity and welcomes applicants from all backgrounds – particularly people of color, women, LGBTQ people, immigrants or refugees, people with disabilities, and people from low- or moderate-incomes.

One Colorado is an equal opportunity employer and services provider. This non-discrimination policy applies to all aspects of the organization, including recruitment, employment, persons served, volunteers, and board service. The Organization does not discriminate in its employment decisions or provision of services on the basis of race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, height, weight, disability status, veteran status, military obligations, marital status, and political party affiliation, or on any other basis that would be in violation of any applicable federal, state, or local law.