



## Position Opening

# Field Manager

**Salary:** \$70,000- \$80,000

**Status:** Full-Time, Exempt

**Reports to:** Organizing Director

**Positions Reporting to this Position:** None currently, possibly in the future

**Location:** Atlanta, Georgia, preferred; other locations may be considered

## Description

The Georgia Conservation Voters family of organizations includes the Georgia Conservation Voters, Inc., the Georgia Conservation Voters Education Fund, and the Georgia Conservation Voters Action Fund. The Georgia Conservation Voters' (GCV) mission is to advocate for public policies that advance a more just and sustainable future, campaign for candidates who prioritize climate and environmental justice, and hold elected officials accountable for their actions and votes. The Georgia Conservation Voters Education Fund (GCVEF) mobilizes Georgians to advance climate and environmental justice through education, advocacy, and other forms of civic engagement. The Georgia Conservation Voters Action Fund (GCVAF) campaigns for climate champions. These complimentary organizations hold Georgia legislators and policymakers accountable for their actions on climate and environmental justice.

The Field Manager role is a manager-level leadership role responsible for developing and managing GCVEF's field mobilization program across all campaigns. The ideal candidate has extensive experience in advocacy or political campaigns, base building, civic engagement, and organizational leadership. This person must develop a field program that engages supporters and volunteers to take action at critical campaign moments. This person must have the ability to be responsive to shifts in organizing goals, strategies, and tactics as new challenges and opportunities arise within our work. An ideal candidate can work closely with the Organizing Director, Organizing Manager, Senior Field Organizers, other GCV staff, and coalition partners to maximize outcomes. The qualified candidate can analyze data and execute strategic outcomes while measuring progress.

# Responsibilities

## Base Building

- Lead organizational base-building strategy, training for volunteers and canvassers, and build organizational field mobilization infrastructure to meet the field engagement demands of all GCVEF campaigns.
- Build an engaged grassroots membership and leadership base of students and adults, increasing by 500 members each calendar year.
- Increase GCVEF's brand presence by creating and managing GCVEF's calendar of general events.
- Represent the organization at all tabling opportunities while ensuring the organization is consistently on brand.
- Develop and execute relationship-building activities among volunteers and staff.
- Supervise volunteers and paid canvassers to achieve campaign goals in coordination with Senior Field Organizers.
- Create a respectful and fun environment campaign volunteers will want to return to.
- Oversight and execution of recruitment, intake, training, and management of volunteers and canvassers.
- Provide canvassers with clear, quantitative goals and track progress.
- Cutting turf and managing all canvassing operations.

## Civic Engagement

- Design and implement civic engagement GCVEF field mobilization program and plan in coordination to turn out supporters at key campaign events and rallies.
- Develop turnkey and creative action-taking execution and processes across all GCVEF campaigns that result in high conversion rates of actions taken.
- Analyze data and field program results to track progress in voter contact universes and evaluate the effectiveness of scripts and field program methodology.
- Cultivate relationships with coalition partners and community leaders.
- Utilizing internal tracking systems to monitor workflow
- Quality controlling canvasser data

## Organizational Leadership

- As a manager, you will help set the strategic direction for mobilizing our field program.

- Leverage and manage innovative voter contact tools and integrate them into the field plan.
- Support organization-wide activities, such as fundraising, campaign events, etc.

## Qualifications

- **Ability to quickly learn** GCVEF's programs, campaigns, and priority issues to manage and communicate about our organizing efforts effectively
- **Work Experience:** 5-7 years experience working on community or labor organizing movement building efforts, including several years of direct supervisory experience, including staff and volunteer leadership training experience is required. The ideal candidate has experience in issue-organizing campaigns with communities of color and working with coalition partners.
- **People management skills:** Although this position will not currently manage staff, we want someone who demonstrates exceptional supervision and coaching skills, including managing staff. The ideal candidate has experience working with a team to determine and prioritize projects and tasks, establish expectations for their delivery and performance, and effectively delegate rather than micro-manage tasks.
- **Communication skills:** Excellent verbal, reading, and writing skills are critical for this position. A high volume of written materials will flow to this position, and the Field Manager will frequently have to work with the Organizing Director and organizing team to review and analyze information to determine our organizing goals, strategies, objectives, and tactics. The qualified candidate can also speak effectively about or work with and represent GCV Education Fund to various audiences and mediums.
- **Industry knowledge:** Qualified candidates have experience developing and overseeing issue campaigns driven by community organizing, including campaign planning, accountability measures, and tracking progress. Demonstrated knowledge of political dynamics and movement building and the ability to write and implement training curricula are a plus. The ideal candidate has demonstrated experience with organizing around clean energy and environmental justice issues. Familiarity with the IRS rules regarding 501(c)(3) and 501(c)(4) organizations is a strong plus.
- **Cultural Competencies:** Demonstrated awareness of one's cultural identity, views about differences, and the ability to learn and build on varying cultural and community norms. A complex understanding of racial justice and the urgency of confronting institutional racism and inequity in climate and environmental work is a strong plus. The ideal candidate will demonstrate commitment to equity and inclusion as an

organizational practice and culture. A proven track record of successfully working across lines of race, immigration status, ethnicity, language, class, gender, and other identities and experiences is required. Familiarity with Georgia and in-state communities is preferred.

- **Technical skills:** Must have experience with or be willing to learn to use EveryAction (our constituent resource management system, a.k.a. people database) and Asana (project management system). The candidate must demonstrate a high proficiency with Google Workspace applications (ex., Gmail, Google Drive, Google Calendar, Google Groups, etc.) and Zoom.
- **Ability to travel:** Must be willing to travel extensively for events, staff retreats, other meetings, and professional development opportunities; expect frequent local travel (2-3 times per week), in state at least 1-3 times a month, and out of state every 4-6 months.

## Compensation

The salary range for this position is posted at the top of this job description. The salary is commensurate with similarly situated nonprofit advocacy organizations, and the final amount will depend upon experience and qualifications.

Georgia Conservation Voters provides paid vacation and sick leave, health, vision, dental insurance, and a 401(k) retirement plan. GCV also supports a healthy work-life balance by supporting flexible working practices, which include flexible working locations and hours, extensive time off, professional development support, and support for holistic health, including therapy reimbursement.

## To Apply

**Submit your cover letter and resume before the deadline posted on the website using the application found at [gcvoters.org/careers](https://gcvoters.org/careers).**

If your experience is mostly out-of-state, please speak directly in your cover letter about why you want to do this work in Georgia.

GCV is an equal opportunity and fair chance employer committed to a just, equitable, and inclusive workplace. We encourage applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship, disability, veteran status, or record of arrest or conviction. We encourage applicants with disabilities who may need accommodations in the application process to contact [jobs@gaconservationvoters.org](mailto:jobs@gaconservationvoters.org)