

# JOB OPENING

Title: Field Director  
Deadline: May 15, 2022  
Reports To: MCV Executive Director



*Montana Conservation Voters and Montana Conservation Voters Education Fund seek a dynamic **Field Director** to lead on-the-ground advocacy centered on conservation. Through building a grassroots program, MCV's Field Director will engage all Montanans about the importance of conservation issues.*

## WHO WE ARE

Montana Conservation Voters is a nonpartisan, nonprofit, 501(c)4 membership organization whose mission is to “protect our climate, our clean air and water, our public lands, our communities and future generations by supporting leaders who fight for conservation and by holding accountable leaders who do not.” Montana Conservation Voters Education Fund is a nonpartisan, nonprofit 501(c)3 organization whose mission is to “engage all Montanans and their communities by empowering them to protect our clean air, clean water, public lands and voting rights through education, mobilization and the power of grassroots advocacy.”

## JOB DESCRIPTION: FIELD DIRECTOR

MCV's Field Director must be a highly organized, entrepreneurial, creative and engaging professional. Job duties include, but are not limited to:

- Leading and managing door-to-door canvassing and crowd canvassing at public events.
- Developing canvassing plans and trainings for implementation, including the creation of canvass scripts and other outreach tools like texting and phone calls.
- Building a grassroots engagement plan to further MCV's mission across Montana including in-person or virtual presentations for a variety of audiences.
- Working closely with MCV's leadership and staff to implement diverse engagement strategies for both members and non-members.
- Identifying and recruiting supporters to volunteer for MCV, attend events, sign petitions and activate on social media.
- Helping MCV staff develop and execute engaging educational efforts like panels or informational sessions with thought leaders in the conservation space.

- Recruiting new MCV members and identifying “members of the month” for MCV’s monthly newsletter.
- Working with the Political Director on MCV’s candidate endorsement process.

## QUALIFICATIONS

1. A commitment to MCV’s mission;
2. Ability to manage and recruit field staff;
3. An ability to create and use a clear, compelling message and story that motivates voters to support MCV’s goals;
4. Experience in campaigning and/or voter contact;
5. Ability to use or learn to use the Voter Activation Network for tracking voters;
6. A diligent attention to detail helping Montanans register to vote, apply for absentee ballots and/or other election related documents;
7. Ability to track metrics and goals used to assess the program’s success;
8. Demonstrated professionalism, dependability and punctuality.

The Field Director will travel statewide with access to MCV’s car rental service. MCV offers flexible in-person or remote work available within the state of Montana.

## COMPENSATION & BENEFITS

MCV offers a competitive annual salary based on commensurate experience. Full-time, exempt employees of MCV are eligible for health, dental and vision insurance. A Simple IRA retirement plan is also available to qualified employees.

## TO APPLY

Recruiting staff who better reflect Montana is a priority and we encourage applicants from all cultures, races, ethnicities, geographies and all other identities. Women, people of color, individuals with disabilities and LGBTQ+ individuals are strongly encouraged to apply.

Please send a cover letter, resume and references by 5 p.m. on May 15, 2022, to [mcv@mtvoters.org](mailto:mcv@mtvoters.org) with the subject line “Field Director.” No phone calls, please. Applications will be reviewed as received.