

# JOB OPENING

Title: Political Director  
Reports To: MCV Executive Director



*Montana Conservation Voters and Montana Conservation Voters Education Fund seek a dynamic **Political Director** to lead its political and electoral campaigns. This role plays a central role in all of MCV's work to elect conservation champions to all levels of government.*

## 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: POLITICAL DIRECTOR

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

- Staff MCV's Political Action Committee (PAC), providing board support, leadership for development of programs including candidate recruitment, endorsements, engagement in elections, and ongoing communication with the PAC Chair and the Executive Director.
- Direct MCV's electoral campaigns, manage Independent Expenditures and member communication programs in targeted races. This work includes overseeing and being responsible for PAC and IE political expenditures, fundraising and tracking all expenditures for grantors and reporting.
- Participate in MCV's 501(c)(4) political accountability endeavors.
- Serve as project lead for the Great Falls Community Project's execution and implementation.
- Participate in coalition groups on behalf of MCV.
- Work with MCV's compliance consultants to ensure compliance with state and federal election and campaign laws, including reporting.
- Serve as the project lead for MCV's work around redistricting, voters' rights and other democracy work.
- Assist the Program Director at the Legislature, including lobbying, staffing the Conservation Working Group and activating MCV's members around key policy areas.

- Coordinate MCV's use of Voter Activation Network and other electronic tools for electoral and accountability programs.
- Participate in League of Conservation Voters' regular political staff calls and workshops to further professional growth and development as necessary.

## QUALIFICATIONS

- A commitment to MCV's mission;
- Strong working knowledge of Montana's political landscape and knowledge of environmental group landscape is a plus;
- An ability to create and use a clear, compelling message and story that motivates voters to support MCV's goals;
- At least 3 years of experience in political campaigns or independent expenditure work;
- Ability to manage several projects and deadlines;
- Strong written and verbal communications skills, ability to communicate clearly to colleagues and external partners in fast-paced and rapidly changing environments;
- Comfortable creating, managing, and tracking budgets;
- Familiarity with Voter Activation Network for tracking voters is preferred;
- Ability to track metrics and goals used to assess the program's success;
- Demonstrated professionalism, dependability and punctuality.

The Political 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

Salary range: \$55,000 to \$65,000, negotiable depending on experience. MCV offers a competitive benefits package including: paid vacation, holiday and sick leave as well as health, dental and vision insurance. Additionally, a SIMPLE IRA retirement plan with 3% employer match is also available to qualified employees.

## TO APPLY

Recruiting staff who 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 to [mcv@mtvoters.org](mailto:mcv@mtvoters.org) with the subject line "Political Director." No phone calls, please. Applications will be reviewed as received.