

JOB OPENING

Title: Field Manager
Start Date: As soon as possible
Status: Full-time, Salaried, Exempt
Reports To: Political Director



Montana Conservation Voters and the MCV Education Fund seek a dynamic Field Manager to lead an exciting advocacy program to build support for MCV's political campaigns and program impact. Through launching an issue-based grassroots program, MCV's Field Manager will engage Montanans of all stripes about the importance of local conservation wins and needs.

WHO WE ARE

Montana Conservation Voters is a nonpartisan, nonprofit 501(c)4 membership organization whose mission is to protect 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.

JOB DESCRIPTION: FIELD MANAGER

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

- Building a grassroots engagement plan in partnership with the Political Director to further MCV's mission across Montana, including regular outreach and one-on-ones with MCV's membership
- Working closely with MCV's Executive Director and Political Director to develop content for campaign messaging and implement diverse engagement strategies to meet the field and outreach needs of MCV's programs
- Implementing field tactics as the primary tool for organizing and mobilizing support for candidates, initiatives, and programs including but not limited to public events, phone calls, mail, radio, door-to-door canvassing, digital organizing tools, texting, and emails
- Identifying and recruiting supporters to volunteer for MCV, attend events, sign petitions and activate on social media
- Educating the public on how to access the ballot box to make voting more accessible
- Recruiting new members and identifying members of the month for MCV's monthly newsletter

- Drafting written opinion pieces and soliciting Montanans for sign-on
- Managing field data to ensure accuracy and completeness
- Assisting with analyses and evaluations of field campaigns regularly and leverage lessons learned in all future work
- Monitoring field expenses, including canvassing team hours, to stay within budget

QUALIFICATIONS

- A commitment to Montana Conservation Voters' mission
- Ability to work as part of a team, in close communication with staff and organizational leaders
- Recruit and manage field staff
- At least two years experience in field organizing and canvassing or related fields
- Bachelor's degree in political science, public administration, business administration or related degree preferred
- An ability to create and use a clear, compelling message and story that motivates voters to support conservation
- Ability to use or learn to use the Voter Activation Network
- Capability for frequent travel
- A diligent attention to detail administering applications for voters' registration applications, applications for receiving an absentee ballot, and/or other election related documents
- Ability to track metrics and goals used to assess the program's success
- Demonstrated professionalism, dependability, and punctuality

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.

COMPENSATION & BENEFITS

Montana Conservation Voters offers a competitive annual salary (\$55-\$65k) based on commensurate experience. Full-time, exempt employees of MCV are eligible for health, dental, and optical insurance as well as retirement benefits.

TO APPLY

Send a resume and three references to molly@mtvoters.org with the subject line "MCV Manager". Applications will be reviewed as received and positions will be filled on a rolling basis so we encourage interested parties to apply ASAP.