



URGE Position Description:

Field Director

URGE engages young people in creating and leading the way to sexual and reproductive justice for all. We envision a world where all people have agency over their own bodies and relationships and the power, knowledge and tools to exercise that agency. Working with young people ages 15-30, URGE provides training, field mobilization and national leadership to move policy, systemic and cultural change—and win real victories for campuses and communities!

Field Director:

URGE seeks an experienced, creative Field Director who is passionate about reproductive justice, community organizing, and integrated voter engagement! The Field Director builds relations with organizational allies and partners, expands the organization's growing cross-movement work, identifies emerging leaders, and ensures the smooth and continuous execution of field operations. Key responsibilities include: supporting a dynamic team of young organizers to develop strategic and achievable campaigns, developing and editing training curricula, managing the field budget, managing, training and developing staff, and representing URGE at conferences and coalitions.

Reporting to the Deputy Director of Programs and Communications, the Field Director is a core member of the senior leadership team. The Field Director manages URGE's Field Department, which is funded to expand to 12 FTE state-based organizers, and two managers. The ideal candidate will be a talented organizer with organizational management and training experience, skilled at engaging with diverse communities, a self-motivated and accountable leader, who works well in teams and thrives in a fast-paced environment! This position is based in Washington, DC but the position may be virtual for the right candidate.

Summary of Responsibilities:

➤ **Strategic Planning and Management**

- Manage the overall field operations with a focus on recruitment, training and staff development.
- Develop and oversee national field strategy and budget priorities.
- Hire, train and manage membership, training and campaign staff.
- Institute and drive systems for tracking and reporting campaign data and department progress.
- Coordinate and collaborate across organization departments.
- Assist in the development of an organizing culture and a team approach that engages the skills of field staff, chapter leadership and URGE members.
- Facilitate coordination between the Campaign and Membership and Trainings teams.
- Train and manage field team to write and execute complex field plans.
- Provide high-level strategic advice to the executive leadership team.
- Work with executive team to establish a strong professional culture focused on accountability, specific goals, utilization of best practices, innovation and sense of purpose.
- Perform other related duties and attend meetings as required by the Deputy Director of Programs and Communication.

➤ **Campaigns**

- Develop and direct overall strategies for organizing campaigns that increase the number and engagement of chapters and chapter leaders.
- Work with field staff in assigned regions and states to coordinate area specific Reproductive Justice, base building and integrated voter engagement campaigns.

- Provide strategic support and hands-on technical assistance to regional and state staff to ensure that they are meeting agreed upon qualitative and quantitative goals.
- Set, meet and exceed benchmarks for voter contact, volunteer recruitment and grassroots engagement and GOTV, and maintain detailed records about campaign progress and victories.
- Work with well-respected and seasoned IVE coach(s) to ensure that campaign plans align.

➤ **Membership and Training**

- Set goals and strategy to develop new chapters, emerging leaders and in-state partnerships.
- Oversee training, planning and coordination with other team leaders.
- Support staff to develop training curricula for members.
- Lead trainings and workshops
- Support and train field staff to lead and facilitate engaging trainings and workshops.
- Work with field staff in assigned regions and states to coordinate area specific programs, trainings and campaigns.

➤ **National Leadership**

- Establish and maintain relationships with national partners, funders and coalitions.
- Represent URGE at conferences, trainings and other events.
- Set criteria for field involvement in external events, campaigns and political actions.
- Monitor and report on concerns, interests and trends regarding potential impacts and threats on URGE members and base.

Minimum Requirements/ Qualifications:

- Bachelor's degree or equivalent in relevant field.
- Three years of director level organizational experience.
- Five years of management experience.
- Ten years organizing, base building and/or civic engagement experience.
- A demonstrated ability to support developing organizers to build their skills while meeting goals.
- Effective project management and budgeting skills.
- A demonstrated commitment to racial equity, gender justice and to empowering diverse constituency of young people.
- Experience building and working with partnerships and coalitions.
- Strong verbal and written communication skills.
- Outstanding leadership and interpersonal skills, especially: excellent judgment, strategic thinking and problem solving and high levels of initiative, creativity, flexibility and humor.
- Experience training and mentoring high performing staff and volunteers and supervising them over a wide geographic area.
- Experience with a wide range of organizing and base building approaches with a demonstrated experience in legislative campaigns and electoral politics.
- Can change directions quickly and frequently "build it, test it, iterate quickly."
- Ability to design, maintain and improve goal-oriented accountability structure without compromising staff autonomy and innovation.
- High degree of patience and tact. Must be able to cultivate respect, strategic and collaborative relationships with constituents and staff from diverse backgrounds both internally and externally.
- Effectively manage time including a demonstrated ability to prioritize multiple tasks and projects including setting realistic goals.
- Experience with voter-database (VAN and PDI).
- Experience managing a database (preferably NationBuilder).

To Apply: Send cover letter, salary requirements and resume by January 26, 2018 to Esperanza@DancingHeartsRanch.org, subject line: URGE – Field Director.