

PENNSYLVANIA VOICE 501(c)(3) ORGANIZING TABLE

STATE COORDINATOR

JOB DESCRIPTION

Mission: The Pennsylvania VOICE 501(c)(3) Organizing Table (PA VOICE) is a fiscally sponsored project of State Voices. PA VOICE works at the state level to engage underrepresented communities in the democratic process, develop new leadership from within these constituencies, and take collective action on important policy issues. PA VOICE aims to achieve this mission through better coordination of nonprofits focused on civic participation and bringing more resources, both technical and financial, to bear on this work year-round, both in and out of election cycles.

Job Title: Pennsylvania State Coordinator

Reports to: PA VOICE Advisory Council

Job Summary: The Pennsylvania State Coordinator will expand capacity for PA VOICE by providing to full-time a position that has provided assistance on a part-time basis since 2005 to over 50 partner organizations statewide. This position represents a unique opportunity to work in partnership with the state's most active civic engagement organizations, network with numerous national organizations and provide a measurable impact in increasing civic participation and voter turnout.

Primary Duties and Responsibilities:

- Develop, implement and oversee collaborative civic participation projects and services. Work with PA VOICE Table member representatives to prioritize, develop, execute and analyze collaborative civic participation projects, services and campaigns. Work with consulting support staff including the State Consultant, State Field Director and State Data & Targeting Manager.
- Coordinate monthly table meetings. Provide planning, coordination and facilitation for monthly partner meetings held on an alternating basis in Pittsburgh, Philadelphia and Harrisburg. Attend 3 - 4 national convening meetings each year.
- Fundraising and fiscal management. Proven track record, including writing, securing, working with donors and foundations, tracking and reporting grants; and working with the Advisory Council in developing and managing the budget.
- Strengthen Partner Groups' civic participation capabilities Conduct needs assessments to identify training topics; provide trainings, and identify and provide tools (including, for example, voter file utilization, targeting and research) to support the PA VOICE Table partners' collaborative civic participation activities.
- Enhance Table Services. Plan statewide and regional table meetings, recruit partners from missing or underrepresented constituency organizations

Qualifications:

- Demonstrable experience developing and managing civic participation projects and campaigns and/or social, racial or economic justice campaigns;
- Demonstrable experience building diverse and effective alliances and collaborations;
- Demonstrable experience in fundraising, budgeting and grant-making;
- Excellent organizational skills and proven ability to work collaboratively;
- Excellent communication (written and oral) skills, as well as cultural competence and the ability to communicate effectively with people representing diverse interests and backgrounds;
- Preference given to candidates familiar with Pennsylvania nonprofit and social justice organizations and political landscape;
- Willingness and ability to travel; and
- Proficiency with MS Word, Excel, Power Point, VAN or other online voter file tools and online networking and collaborative tools.

Applicants with Spanish or other language skills are encouraged to apply, although bilingual skills are not required for this position.

Location: The location of the Director is negotiable.

Salary and Benefits: Salary \$65,000 plus full benefits / commensurate with background and experience.

To Apply: Send resume, cover letter, salary requirements and the names and contact information of three references to pat@statevoices.org.

Applications should be submitted by February 26, 2010, although we welcome inquiries received after that date. The position will remain open until filled.

Pennsylvania VOICE and its fiduciary State Voices is an affirmative action/equal opportunity employer. Women, people of color, persons with disabilities and lesbians and gay men are particularly encouraged to apply.