

PENNSYLVANIA VOICE 501(c)(3) ORGANIZING TABLE

STATE DIRECTOR

JOB DESCRIPTION

Position Title: Pennsylvania State Director

Location: Negotiable

Closing Date for Applications: April 5, 2010

About PA VOICE and State Voices: The *Pennsylvania VOICE 501(c)(3) Organizing Table (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 engagement and bringing more resources, both technical and financial, to bear on this work year-round, both in and out of election cycles. PA VOICE is a fiscally sponsored project of State Voices.

State Voices is a national nonprofit organization that brings together state and local grassroots organizations to win shared policy and civic engagement victories and build long-term power. Comprised of 501(c)(3) organizations, our networks work to engage socially responsible and historically underrepresented communities in our democracy, both in and out of election season. State Voices currently provides tools and services - such as regranting, convening, new technology, organization development and evaluation - to networks in sixteen states, working with approximately 600 organizations representing a broad spectrum of issues and communities. Launched in 2005, our state networks have been an important part of the unprecedented policy and civic engagement victories of the past four years. For more information about State Voices, please visit www.statevoices.org.

Job Summary: The Pennsylvania State Director is responsible for overseeing and implementing the vision of PA VOICE, which includes significant fundraising, program development and strategic planning. 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. The State Director reports to the Advisory Council.

Primary Duties and Responsibilities:

- *Fundraising and fiscal management.* Work with donors and foundations to secure funds for the table. Write, track and report on grants. Work with the Advisory Council to develop and manage the table budget.
- *Develop, implement and oversee collaborative civic engagement projects and services.* Work with PA VOICE Table members to prioritize, develop, execute and analyze collaborative civic engagement projects, services and campaigns. Work with consulting support staff including the State Consultant, State Field Director and State Data & Targeting Manager.

- *Coordinate meetings, skill sharing and best practices to improve civic engagement work in Pennsylvania.* Convene and facilitate monthly partner meetings held on an alternating basis in Pittsburgh, Philadelphia and Harrisburg. Outreach to key communities to bring in more participation. Seek and develop opportunities to improve civic engagement work.
- *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 engagement activities.

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-writing;
- 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, Voter Activation Network (VAN) or other online voter file tools, and online networking and collaboration tools.

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

Salary and Benefits: Salary 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.

Equal employment opportunity and having a diverse staff are fundamental principles at State Voices, where employment and promotional opportunities are based upon individual capabilities and qualifications without regard to race, color, religion, gender, gender identity or expression, pregnancy, sexual orientation, age, national origin, marital status, citizenship, disability, veteran status or any other protected characteristic as established under law. Women, people of color, persons with disabilities and members of the LGBT community are particularly encouraged to apply.