

## Grassroots & Political Engagement Manager

The XYZ is hiring a Manager of Grassroots and Political Engagement responsible for developing, implementing, promoting, and maintaining the XYZ's grassroots program to engage members with key policy makers to promote XYZ's advocacy goals. This position will be responsible for developing tools to educate and inform members on the importance of grassroots involvement, engaging XYZ members in the grassroots and political processes, and providing overall leadership and direction of our political action committee, to increase membership and raise money for political action. A bachelor's degree in political science, public affairs, or other related field required with at least 2+ years of experience in political campaigning, fundraising, public policy, outreach activities, or marketing, or a combination of education and experience providing equivalent knowledge. The position will report to the Director of State & Federal Legislation and will work closely with our lobbyists, membership staff, communications staff, and the XYZ Board of Directors.

### Job Requirements

Education, training, experience:

#### Education and Experience

Bachelor's degree in political science, public affairs, or other related field required with at least 2+ years of experience in political campaigning, fundraising, public policy, outreach activities, or marketing, or a combination of education and experience providing equivalent knowledge.

- Knowledge of the legislative process
- Knowledge of politics and the political process
- Knowledge of political action committee or other non-profit solicitation tactics
- Knowledge of membership organizations preferred
- Knowledge of non-profit organizations preferred
- Knowledge of campaign finance law and reporting preferred.
- Knowledge of and skill in using personal computers and related software including Microsoft Office applications
- Knowledge of database management systems • ...
- Skill in building and maintaining interpersonal relationships with XYZ members, XYZ Board and committee members
- Skill in leadership and growing a key area of the association
- Skill in fundraising
- Skill in writing, speaking and making presentations
- Skill in problem solving including the ability to identify and appropriately evaluate alternatives • ...
- Ability to plan and make decisions with a long-term goal in mind
- Ability to contact members to ask for engagement, raise money, and achieve XYZ support
- Ability to collaborate with others in a team-oriented environment
- Ability to make effective decisions and execute a course of action
- Ability to make effective decisions and execute a course of action considering appropriate variables