

The Alaska Civic Engagement State Table Interim Director Position Description

Background:

The Alaska Civic Engagement State Table (AKCES) seeks to contract an Interim Director to oversee the formalization, launch, and growth of a new collaborative focused on building progressive power within the Alaska nonprofit community.

As an equal opportunity employer, we are committed to employment practices that ensure that applicants for employment are provided with equal opportunities without regard to race, color, national origin, ancestry, sex, age, religion, physical or mental disability, medical condition, veteran status, marital status, pregnancy, sexual orientation, gender identity, gender expression, genetic information or any other factor that is not related to the position.

The Alaska Civic Engagement State Table first came together in 2017 to coordinate Get Out The Vote campaigns amongst nonprofit groups to avoid duplicative efforts, ensure maximum efficacy, and expand the reach of the organization's programs. These coordination activities have proved effective and impactful at both the local and statewide levels. Since that time AKCES has expanded its scope to become a hub for broader progressive organizing efforts focused on ensuring all Alaskans have easy access to voting. The potential exists for this group to become the core of progressive advocacy in Alaska, but additional capacity will be needed to fulfill these ambitions.

AKCES participants include: Native Peoples Action Community Fund, The Alaska Center Education Fund, Alaska Public Interest Research Group, Alaska Community Action on Toxics, American Civil Liberties Union, Alaska Poor People's Campaign, Planned Parenthood Alliance Advocates, Enlaces, Native Movement, First Alaskans Institute, YWCA Alaska, Alaska Children's Trust, Anchorage Park Foundation, Fairbanks Climate Action Coalition, Alaskans Take A Stand, UAA Vote, YouthVote, League of Women Voters, and NAACP Anchorage.

Position Responsibilities / Deliverables:

** Note - the AKCES Steering Committee, a subsection of the table participants, will serve as the functional oversight committee for this work and will assist in the process for achieving the following contract deliverables.*

- Support the establishment of a formal, independent 501(c)(3) nonprofit organization to carry out the group's work in 2021 and beyond.
- In consultation with the Steering Committee and participants in the AKCES Table, produce a *2022 Collective Impact Plan* and budget scenarios for voter education, engagement, enfranchisement, and advocacy.
- Provide support and coordination for longer-term strategic planning on voter engagement, enfranchisement, and advocacy.
- Establish systems for monitoring and reporting on organizational goals and objectives.

- Assist in fundraising efforts to ensure the long-term viability of the new organization.
- Coordinate AKCES Table meetings, Steering Committee meetings, and other standing committee meetings.
- Coordinate special events and educational opportunities to ensure AKCES participants are equipped to run the strongest programs possible.
- Foster relationships with all AKCES participants to support cross organizational collaboration and support the work of table participants.
- Conduct outreach and cultivate relationships with additional organizations who may be a good fit for participating with AKCES.
- Provide, or provide for, technical assistance to increase capacity and impact in grassroots advocacy, education and mobilization efforts.

Desired Qualifications and Skills

A qualified candidate must have the following qualifications:

- Alignment with the AKCES Table vision, values and principles;
- Commitment to racial justice and equity;
- Familiarity with Alaska's social, economic, and political history, dynamics, and issues;
- Self-starter with the ability to manage an irregular schedule with competing time demands and the ability to prioritize multiple projects simultaneously;
- Demonstrated ability in managing and leading coalitions with multi-issue agendas, including the ability to build consensus and reach agreements about when partners should strategically disagree;
- Strong interpersonal skills, including excellent listening skills, writing, and the ability to work in a team environment as well as independently;
- Demonstrated ability to resolve conflicts while maintaining important and effective relationships;
- Willingness to occasionally travel both within and out of state;
- Experience in working with people from diverse backgrounds; and
- A big picture vision for progressive change in Alaska.

An ideal candidate would also possess some of the following skills:

- An understanding of the basics behind field program management, basic data and targeting systems.
- Experience with digital programs, new voter contact technologies, and program testing and evaluation is a plus.
- Existing relationships with Alaskan and national progressive stakeholders is a plus.

Compensation:

- The Interim Executive Director position will be a contract based position paying between \$50,000 - \$60,000 commensurate with experience.
- The initial contract will be for six months with the potential to extend and expand in 2022.

- The AKCES Steering Committee will oversee the day to day work of the position and organization.
- The expectation is that the work will be conducted remotely, with reimbursements and financial support for all necessary costs to fulfill the job requirements.

To Apply

Please email a copy of your resume, cover letter, and three references to eden@nativepeoplesaction.org. the words: AKCES Table Director Application in the subject line. The position will be posted until filled.

ACKES Strongly encourages people from BIPOC and other underrepresented voting communities to apply.