

## Job Description | Organizing Director

New Era Colorado is seeking a highly organized, strategic individual with a commitment to long-term organizing and increasing youth participation in elections to lead our civic engagement and leadership development programs.

We're organizing year-round to build political power for young people in Colorado, which includes our work running one of the largest young voter mobilization programs in the country. In this role, you'll lead our efforts to register and turn out tens of thousands of young voters each election cycle, train the next generation of organizers and leaders, and engage hundreds or thousands of young people in our efforts in and beyond elections. This individual will design and implement statewide field plans, collaborate with our advocacy team to create a seamless cycle of civic engagement, advocacy and leadership development for the young people we engage, and ensure that we're continuing to innovate and expand our reach—especially to young people of color. As the leader of a team that could include up to 50 seasonal organizers out of four offices in a major election year, this individual also assembles, supports and develops a diverse and capable team of young organizers to hit a high bar for results; this position itself directly oversees manager-level staff. The Organizing Director is a key member of New Era's leadership and will play an integral role in overall organizational strategy, working to translate the power we're building into meaningful campaigns and victories. A deep commitment to progressive values and to advancing diversity, equity and inclusion through and within our organization is a must in this position. If you're excited about all of the above and you can manage many high stakes projects and relationships with attention to detail in a fast-paced environment: please come work with us!

## About New Era

New Era Colorado is working to reinvent politics for young people, mobilizing and empowering a new generation to participate in our democracy to make Colorado a better place for everyone. We register and turn out thousands of young voters every year, we work on issues like election access, economic justice, abortion rights and climate change, and we train hundreds of young leaders to create change. We've registered more than 150,000 young voters, passed policies like online voter registration, won ballot measure campaigns, given out more than 60,000+ buttons that say "Vote, F\*cker" on them (good, right?), and made two viral videos ([This Is Why We Vote](#); [Campaign for Local Power](#)). Our team is deeply dedicated to social change, and takes the work very seriously—but not ourselves. We'll never miss an opportunity to get a zoomed-in screenshot of you making a weird face in a group photo. We truly believe in the power of young people. Get to know us: [Our website](#) | [Our Facebook](#).

## Job Responsibilities

- **Department Strategy, Planning and Leadership** | Develop annual civic engagement goals and plans, and support city/field leads in goal setting and planning. Work collaboratively with the Advocacy Director to ensure New Era's civic engagement, advocacy and leadership development programs are complementary and achieve their stated goals, and that the full field team is coordinated to advance all of our programmatic goals. Lead all hiring, orientation, planning, and budgeting for your department.
- **Direct the Civic Engagement Program** | Direct all field work strategy and manage staff executing the programs, including statewide or city-focused voter registration, high school registration, voter turnout (including ballot measure work and C4 work in various candidate races), leadership development, and volunteer programs. Bottom-line all field goals. Strengthen existing external relationships and build new ones to support program effectiveness. Lead New Era's state- and county-level election administration advocacy.
- **Team Management, Development and Culture** | Manage New Era's civic engagement team managers, including the deputy organizing director, Denver program manager, data manager, high school program manager, and occasionally additional city managers during major election years. Provide guidance, mentorship, professional development, structure, feedback and evaluation to the staff you manage and indirectly to other staff. Ensure a safe, welcoming, and inspiring organizational culture for staff to excel in, and provide ongoing opportunities for these individuals to lead and grow.



- **Organizational Strategy and Leadership** | Collaborating with director-level staff to drive organizational strategy and set priorities. Represent New Era in various progressive coalitions, manage political relationships as they relate to your department, collaborate regularly with partner organizations, and contribute program strategy and results to the fundraising and communications departments—including managing several program-focused funder relationships. Lead other organizational initiatives as needed.

## What We're Looking For

- **Deep commitment to New Era's mission and to advancing diversity, equity, and inclusion through and within our organization.** A determination to engage young people in tackling the issues facing our generation, including economic and racial justice, climate change, and reproductive justice. A serious passion for increasing young people's participation in our democracy—especially our elections—is an absolute must.
- **Highly organized (seriously) self-starter who shows serious initiative,** with ability to effectively manage and fully own projects with many moving parts to produce high-quality results in a timely manner with 100% follow-through. Excellent planning, prioritization and time management skills and demonstrated ability to think several steps ahead to anticipate and prepare for challenges.
- **Strategic and analytical thinker with strong problem-solving skills and a relentless commitment to improving our work.** Ideally, you can continuously enhance the effectiveness of our plans and tactics to ensure we're moving efficiently towards the right goals. You set high standards for individual and team performance, and expect consistent improvement in every aspect of our work.
- **Demonstrated ability to thrive year-round in a fast-paced, dynamic grassroots campaign environment** while managing a heavy workload. Major election seasons, in particular, require a serious investment of time and a commitment to getting the job done and done well.
- **Civic engagement experience that has prepared you to lead this department,** including experience in voter registration, voter turnout, elections generally, and/or organizing, in campaigns or in nonprofits.
- **Work style that is flexible, respectful, collaborative and nimble;** brings a commitment to maintaining a supportive, empowering culture. Positive and solutions-oriented—we need people who can celebrate the great things we have, spot where we can improve, and come up with specific ways to make those changes happen.
- **Experience managing people to achieve results and grow as leaders** (especially staff, but we also value management experience from supervision/coordination of interns or volunteers) is preferred but not required.
- Reliable transportation and a driver's license strongly preferred.

## Position details

This is a full-time, permanent position based out of New Era's Denver office (which is actually a cozy little house), reporting to the Executive Director. New Era provides a comprehensive benefits package, including medical and dental coverage (with 75% of the premium covered by the employer), a SIMPLE IRA retirement plan with a match of up to 3% after 1 year of employment, an annual RTD Ecopass (free public transit), paid sick and vacation time, a paid sabbatical after 5 continuous years of employment, an annual professional development budget, and enough pizza during election times to make you stop liking pizza for a few months. Salary range is low to high 50s, commensurate with experience.

***New Era Colorado Foundation and New Era Colorado Action Fund are equal opportunity employers. We welcome applications from all, and strongly encourage women, people of color, people with disabilities, immigrants, refugees and members of the LGBTQ community to apply.***

## To Apply

Please email your resume and cover letter as a single PDF attachment (all of those documents in one PDF) to [organizingdirectorhiring@Neweracolorado.org](mailto:organizingdirectorhiring@Neweracolorado.org), to the attention of Lizzy Stephan. In your cover letter, please include why you want to do this job in particular at New Era and how you found out about the position. This position will be



open until filled and will be removed from our website once it is filled (if the posting is still up, you can and should still apply!). No phone calls please.