Job Description: Arizona Program Manager

Role Overview

Role: Program Manager
Managed by: Program / Political Department - 501(c)(3) and 501(c)(4) split
Location: Phoenix, Arizona or Tucson, Arizona (*We are still remote as a team. We are determining next steps in finding an office space or remaining remote. We would like an Arizona based person.
Terms of Employment: Full-Time. ASAP
Compensation: This position is full time with a salary range of $60,000 - $75,000. Benefits package including: professional development; office stipend; monthly internet (while we’re remote) and cell phone reimbursement; 80% coverage of medical, dental, vision, this includes dependent/spouse healthcare; and matching 401k.

Organizations Overview

Arizona Wins is an affiliate state of America Votes and is the coordination hub for the progressive community in Arizona. We lead collaborative efforts among a diverse coalition of state and national partner organizations to advance progressive policies, win elections, and protect every Arizonan’s right to vote. Our organization provides a range of services to our partners, including strategic planning, advocacy and electoral campaign coordination, data tools and targeting services, connection to a national community of funders and allies, and on-the-ground leadership.

One Arizona is a coalition of 501c3s focused on year round voter registration, voter engagement, voter mobilization, election protection, and issue advocacy. We coordinate, provide tools and technical support, and fundraising to ensure our partners have the resources they need to meet their goals and our collective goals. Our mission is to improve the lives of Arizonans, especially people of color and young people, by building a culture of civic participation. By working together, we’ve created deep and lasting change in the state we call home.

Arizona Wins’ and One Arizona’s coalition partners advocate for a broad range of issues including, but not limited to:

- Climate crisis and environmental protection
- Community organizing and voter engagement
- Economic justice
- Human and civil rights
- Immigrant rights
- Labor and worker’s rights
- Public education
- Reproductive choice
- Voting rights
Position Description

The Program Manager is responsible for providing support in the development of organizational systems, partner expansion, and supporting the coordination of programs including partner meetings and partner record keeping.

The Program Manager will support the Program/ Political Department to ensure strong collaboration and communication among partners to drive programs and maximize impact. They will primarily support the Arizona Wins coalition, but will have a small share of their time dedicated to the One Arizona coalition.

A commitment to advancing racial equity, openness to feedback and a growth mindset are essential for this role. We’re looking to see strengths and skill sets in relationship building, organizational management and attention to detail. Ability to take initiative, suggest ideas, brainstorm and run with things is desired.

Responsibilities

- Assist in the development of internal partner systems and maintain existing ones
- Build and maintain strong relationships with partners; evaluating and relaying partner needs and requests to related staff, and create space for partners to feel included and heard; especially with regards to Racial Equity
- Help schedule and track meetings with partners, working groups, and coalition meetings
- Communicate policy, research, and advocacy resources, yearly successes and lessons learned across the infrastructure via weekly/monthly emails to partners and grant reports as needed
- Support outreach in new regions and partner expansion
- Plan and organize virtual and in person events
- Prepare table meeting agendas, materials, and facilitate table meetings
- Identify tools, apps, etc that could support our coalition work
- Be familiar with Arizona grassroot organizations, political landscape, and progressive priorities
- Collaborate on plans that increase the long-term value the infrastructure provides partners
- Staff Board of Directors meetings and support with follow up as needed
- Other duties as assigned.
Qualifications

Required

- At least one cycle of experience with a progressive organization, union, political campaign, party or coalition;
- Strong cultural competence with communities of color and experience working with diverse groups;
- Ability to manage multiple tasks simultaneously with frequent deadlines;
- Applicants must be highly organized and have the ability to thrive in a fast-paced campaign environment.

Preferred

- Previous experience in Arizona;
- Access to reliable transportation;
- Familiar with EveryAction (or other CRM)

Compensation

This position is full time with a salary range of $60,000 - $75,000. Benefits package including: professional development; office stipend; monthly internet (while we’re remote) and cell phone reimbursement; 80% coverage of medical, dental, vision, this includes dependent/spouse healthcare; and matching 401k.

To Apply

Please email a copy of your resume, a cover letter and three references to isis@arizonawins.org Include "Program Manager" in the subject line.

Arizona Wins and One Arizona are committed to creating a dynamic, multicultural, diverse working environment. Candidates of color and diverse backgrounds are encouraged to apply.

Arizona Wins! and One Arizona are equal opportunity employers.

Arizona Wins and One Arizona Culture

- Weekly 1:1s, check-in on work, brainstorm time, and time to discuss professional development goals
- Annual evaluation, with 2 additional meetings every 4 months
- Inclusive work environment that engages staff and partner organizations
- Open and honest communication, we’re a small team and embrace group community agreements