



MARYLAND  
LEAGUE OF  
CONSERVATION  
VOTERS



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EDUCATION FUND

[www.mdldcv.org](http://www.mdldcv.org)

[www.marylandconservation.org](http://www.marylandconservation.org)

## Election and Civic Engagement Manager

The Maryland League of Conservation Voters, a statewide non-partisan environmental advocacy organization, and sister organization, Maryland LCV Education Fund seeks an Election and Civic Engagement Manager to work with staff to create and implement a field strategy and run field campaigns in Maryland's 2022 election cycle. The Election and Civic Engagement Manager will be responsible for recruiting, engaging, and tracking the work of a committed group of volunteers and running district-level and statewide campaigns for endorsed Maryland LCV candidates and working on civic engagement projects. They will also organize volunteers, phone banks, communications, running events, media outreach, and other duties as needed. The position is full-time temporary through December 2022 with possibility of extension.

### Primary Responsibilities Include:

- Assist staff in developing and carrying out campaign plans and political work for the organization including:
  - Support in the endorsement process;
  - Research candidate positions and records;
  - Phonebank and canvass for candidates
  - Conduct other civic engagement activities (i.e. voter registration/ GOTV activities)
- Strategically activate volunteers and interns to contact and persuade environmental voters to support environmental legislation, candidates, and register to vote
- Coordinate and manage all aspects of volunteer and intern activities such as: phone banks, on-line advocacy, SMS advocacy, and media outreach
- Coordinate campaign outreach at community events, farmers markets, neighborhood festivals, forums, etc.
- Plan and coordinate earned media such as holding press events and generating letters to the editor
- Assist in managing budget for civic engagement and election work
- Perform other duties as needed and help with shared office duties

### The following skills are required for the successful applicant:

- Commitment to the vision and mission of Maryland LCV
- Strong outreach, communications, and public speaking skills
- 2-3 years experience (either paid or volunteer) managing electoral, candidate, and/or issue campaigns.
- Ability to work independently and cooperatively across teams and finish projects with minimal supervision
- Good multi-tasking and time management skills, including meeting deadlines
- Attention to detail and reporting
- Working knowledge of, Google suite, Microsoft Office, and social media platforms

### The following skills and experience are preferred for the successful applicant:

- Experience with advocacy and environmental issues
- Knowledge of/experience with Maryland environmental issues

- Experience with lists and databases a plus
- Project and budget management

**Salary and Compensation:** Salary range is \$45,000-\$55,000 and commensurate with experience. The salary is accompanied by a generous benefits package including health, dental, and vision insurance, paid time off, and a 401K plan with an employer match.

**Position Requirements:** This is a full-time, temporary position until December 2022, with possibility of extension. During the Covid-19 pandemic, the organization is working from home. Outside of the pandemic the position is based in Annapolis. The Election and Civic Engagement Manager reports to the Digital and Membership Engagement Director. Evening/ weekend hours work will be required.

**To Apply:** Send a cover letter, resume, 3 references, and salary range to [careers@mdlcv.org](mailto:careers@mdlcv.org) with Election and Civic Engagement Manager in the subject line. Applications accepted until position is filled, ideally November 10, 2021. Ideal start date is December 1, 2021.

Maryland LCV, a 501(c)(4) organization, activates Marylanders to promote and pass equitable laws and policies for clean water, healthy air and a resilient climate. We hold elected officials accountable, and educate and endorse candidates for public office. The Maryland LCV Education Fund is a 501(c)(3) organization that supports and amplifies a diverse and inclusive environmental movement across the state. Through outreach and education, the Education Fund supports communities disproportionately impacted by environmental injustices and builds grassroots field capacity for legislative advocacy and environmental issues. The Maryland LCV PAC is the organization that directly helps elect pro-conservation candidates.

*Maryland LCV, Maryland LCV Ed Fund, & Maryland LCV PAC are Equal Opportunity Employers committed to a diverse, inclusive, and equitable workplace.*

*For more information about [Maryland LCV's Equity statement go here.](#)*