

**ALLIANCE TO DEVELOP POWER / ADP
CIVIC ENGAGEMENT & POLITICAL DIRECTOR JOB DESCRIPTION
AUGUST 2011**

Reports to: Executive Director

Compensation: \$45,000 - \$55,000 annual salary plus comprehensive benefits / 401k

Job Summary: Political Director is responsible for leading ADP's involvement in national, statewide, legislative and municipal civic engagement initiatives and political campaigns, developing a strong campaign platform for both Alliance to Develop Power (c3) and ADP Action (c4). Adhere to the overall organizational goals while supervising interns, volunteers and paid staff, prioritizing leadership development, and assisting the Executive Director in fundraising and other programmatic activities.

Responsibilities:

- Work with management team in overseeing organizational work plans for ADP (c3) and ADP Action (c4).
- Recruitment, training and supervision of interns, volunteers and paid staff
- Coordinate with Executive Director to maintain Legal Reporting & Registration Requirements: Lobbying Disclosure Form Report and Office of Campaign & Political Finance
- Prospect and Develop relationships with both c4 and c3 funders, major donors for c4, and support Canvass Coordinator in developing and implementing a fundraising canvass..
- Integrate, coordinate, or oversee program activities across all municipal, legislative statewide and national electoral alliances with Executive Director.
- Coordinate with Executive Director to oversee popular education design and implementation for involvement in electoral politics
- Oversee and conduct electoral consulting and capacity building workshops for staff & leaders.
- Coordinate strategies to integrate electoral work with ADP Community Economy Model.
- Manage statewide, legislative and municipal electoral program.
- Provide direct technical assistance to endorsed municipal candidates (most program will be independent expenditure electoral).
- Manage civic engagement/leadership development program to increase the capacity of people of color led and membership based organizations to increase the overall participation of communities of color in the political process.
- Develop program strategies to recruit and develop progressive candidates of color and women and help elect them to office.

Qualifications:

- Minimum 3-5 years experience developing and implementing civic engagement and political strategies
- Commitment to social justice and agreement with organizational mission and goals
- Excellent communication skills--verbal and written
- Excellent organizational skills-- good attention to detail and well organized
- Self-motivated—proven ability to work independently
- Proven Ability to work under definite timelines and deadlines
- Ability to work well with diverse groups and populations
- Dedication and ability to work flexible hours
- Driver's License and Own Vehicle
- Basic knowledge of computer operations and programs
- Basic understanding of fundraising through foundations and individual donors
- Professionalism, maturity and ability to work as a team and independently
- Experience managing a fundraising and electoral door to door canvass operation is a plus

To Apply:

Please send cover letter, resume and references to:

VIA US POSTAL

Political Director Search
Alliance to Develop Power
130 Union Street
Springfield, MA 01105

VIA EMAIL

info@a-dp.org

Please reference Director Search in the subject line

The deadline for submission is Monday, January 16th, 2012