



JOB DESCRIPTION

POSITION TITLE: Advocacy Manager
REPORTS TO: Executive Director
STATUS: Exempt
SALARY RANGE: \$45,000 - 55,000 depending on experience

JOB SUMMARY

The Advocacy Manager is strategist, lobbyist, and project manager who serves as one of our primary representatives with multiple community coalitions and with key stakeholders ranging from elected officials and leaders in various state agencies; and is responsible for building grassroots influence for implementation of the Women's Foundation of Florida's (WFFL) statewide advocacy work. The Manager will serve as an ambassador and mobilize volunteers, coalition partners and key community contacts. This position requires frequent travel across the state and a flexible schedule including nights and weekends.

ESSENTIAL FUNCTIONS:

Reasonable accommodations may be made for individuals with disabilities to perform the essential functions of this position.

The Advocacy Manager performs a wide range of duties, including, but not limited to the following:

1. Represents the Women's Foundation of Florida mission and policy positions when speaking to external audiences.
2. Tracks legislation, supports bill analysis, and coordinates the official scoring of votes
3. Builds relationships with volunteers, elected officials and their staff, and coalition partners
4. Mobilizes activists to engage in advocacy tactics
5. Recruits, trains, supports and recognizes advocacy volunteers to further the Foundation's work.
6. Creates collateral materials needed for advocacy, coalition and volunteer programs.
7. Initiates and develops a broad range of important coalition, grassroots and grasstops contacts
8. Organizes community events and all related logistics, outreach and recruitment.
9. Designs and executes voter contact programs and utilizes cutting edge programs including voter file management, micro-targeting, voter ID programs, phone programs, and integrated social media.
10. Supports Communications function by drafting content and updating social media and websites as requested and researching and writing reports and materials for public distribution.
11. Develops timelines and budgets for assigned programs and ensure that tasks are completed on time and within budget.
12. Ensure compliance with conditions of 501C3 and 501C4 guidelines for approved activities.
13. Supervises interns and volunteers.
14. Demonstrates commitment to established Workplace Values including commitment to diversity, equity and inclusion.
15. Travels throughout the Foundation's service area as required.
16. Performs other duties as assigned in support of mission and as required to ensure delivery of consistent high quality services.



KNOWLEDGE, SKILLS, AND ABILITIES REQUIREMENTS:

The ideal candidate will be an exceptional state-level leader able to both view projects at a macro level while also keeping track of the most granular of details. They must be unflappable, with excellent people skills, in particular partnership and relationship building with both internal and external stakeholders, and impeccable discretion. While no one candidate will embody all the qualifications enumerated below, the ideal candidate will possess many of the following professional and personal abilities, attributes and experiences:

- Demonstrated successful experience in nonprofit advocacy or political or legislative environments
- Strong interpersonal and written and verbal communication skills
- Strong commitment to teamwork
- Knowledge of legislative and political system
- Comfortable speaking in public to diverse audiences
- Computer literacy with Microsoft Office, social media, graphic design, and data entry
- Attention to detail; ability to lead and follow processes and procedures from beginning to end.
- Ability to motivate and work collaboratively with staff throughout the Foundation to effect change.
- Able to demonstrate behaviors that represent the Foundation's Workplace Values.
- Able to maintain and demonstrate strict confidentiality of all information.
- Entrepreneurial spirit, intellectual curiosity, high energy, positive attitude and diplomatic.
- Maintains professional appearance and demonstrates professional behavior at all times.
- Ability to work flexible schedules and maintain punctual attendance.
- Able to work under pressure, remain calm, prioritize, and meet deadlines.
- Ability to remain open and non-judgmental towards colleagues and customers.
- Ability to manage program and staff resources and a budget judiciously and resourcefully in an environment of rapid growth and expansion
- Strategic thinker with the ability to help team assess challenges and identify untapped resources
- Effective communicator who can connect and build consensus with diverse communities

JOB REQUIREMENTS:

Minimum Education: Bachelor's level degree preferred. Commensurate relevant work experience will be considered in lieu of a degree.

Minimum Work Experience: 2-4 yrs. of related experience. Previous experience in government relations, political/grassroots organizing required. Experience in coalition recruitment, project management, and database management preferred.

Other Requirements: Valid driver's license. Reliable transportation to travel throughout the service area. Remote position with preference for candidates located in Central or North Florida.

NON-DISCRIMINATION STATEMENT/ACKNOWLEDGEMENT:

The Women's Foundation of Florida does not discriminate on the basis of race, color, religion, sex, sexual orientation, national origin, age, marital status, veteran status, citizenship, disability, atypical hereditary cellular blood trait, genetic predisposition or carrier status or any other characteristic protected by applicable law. WFFL will make reasonable accommodations in compliance with Section 504 of the Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990; and any subsequent revisions or additions to related law/regulations.