



Maine Citizens for Clean Elections (MCCE) Position Announcement Program Director

Position Description

This full-time Program Director is responsible for coordination and administration of MCCE's organizing and advocacy programs including program planning, organizing, and volunteer recruitment and management to ensure that MCCE's policy and program goals are met. This position reports to the Executive Director.

Ideal Candidate

The ideal candidate brings the following skills and demonstrated experience to the MCCE team:

- Organizational operations experience in the nonprofit sector, including management of short and long-term outreach, and fundraising projects.
- 2+ years of community organizing and/or advocacy program management experience to affect change.
- A deep commitment to nonpartisan values and MCCE's mission.
- Excellent communications skills – both written and oral – to articulate the case for Clean Elections to a variety of audiences using a variety of media.
- Leadership skills that demonstrate confidence, diplomacy, and integrity, and the ability to work both independently and collaboratively.

Further, the ideal candidate is:

- Mature and confident.
- Organized.
- Self-motivated.
- Flexible.
- Principled.
- A team player, team builder, and collaborator.
- Personable and diplomatic.
- Optimistic.
- Experienced or knowledgeable about Clean Elections and/or Campaign Finance.

Core Duties and Responsibilities of the Program Director

- Develop a knowledge and understanding of Maine's Clean Election law and broader campaign finance issues.
- Develop, manage, and evaluate organizing programs to advance the mission of MCCE.
- Recruit, coordinate, and train volunteers to build a diverse team of grassroots

- supporters to achieve the organizational and legislative goals of MCCE.
- Maintain and grow organizational contact management system of donors, supporters, volunteers, and other stakeholders.
 - Develop, coordinate, and manage protocol for phone banks, legislative in-district meetings, canvasses, petition gathering efforts, one-on-one meetings and other organizing and program activities as needed.
 - Lead and coordinate outreach activities including speaking engagements, panel discussions, event tabling, community presentations, and business outreach.

Additional Duties

- Assist in developing and disseminating communications content for emails, newsletters, website, and social media.
- Coordinate earned media opportunities including letters-to-the-editor and editorials.
- Assist in execution of fundraising activities, including written and electronic appeals, special events, and other development activities.
- Fulfill other tasks as assigned by the Executive Director.

Location, Compensation and Start Date

MCCE is located in Portland, however travel throughout Maine is a requirement of this job, and applicants are expected to maintain a reliable car and valid driver's license. This is a full-time position with compensation based upon experience. Health and earned time benefits are offered to all MCCE employees. We aim to have our Program Director start as soon as possible.

To Apply

Send an application no later than 5p.m. on January 31 that includes cover letter including salary requirements, resume, references and one writing sample via email to: Andrew@MaineCleanElections.org. Please use "Program Director" as the subject.

MCCE is an equal opportunity employer. We do not discriminate in employment against persons based on color, race, religion, age, ability, gender, familial status, sexual orientation, national origin, veteran or marital status.