

Fair Count

Job Opening: Program Director

Fair Count has built a large body of work in a relatively short amount of time in the realm of Civic Engagement. From the 2020 Census, to elections, to redistricting, and now to vaccine accessibility, Fair Count uses a long-term power-building model to support increased participation in historically marginalized communities. Fair Count seeks a Program Director who will oversee the coordination and administration of all aspects of Fair Count's programs, including planning, organizing, staffing, leading, and controlling program activities.

The Program Director will handle the day-to-day operations of a growing nonprofit organization. In this full-time role, she/he/they will develop projects and design processes to support and implement Fair Count's strategic priorities. This individual will interface with key stakeholders and community partners, including entrepreneurs, investors, innovators, and leaders that are based locally, state-wide, and nationally, before potentially assigning them to the right department coordinator for follow-up. The Program Director supervises all programmatic leads, including the field, data, redistricting, and faith coordinators, and as needed, the Communications and Social Media departments. She/He/They, with acute strategic vision, sees the overlap and opportunities between the departments, and brings them together appropriately, coordinating the Fair Count efforts towards a common goal and vision.

The Program Director in many ways is the glue of the organization. She/He/They will excel at operationalizing ideas, ensuring programmatic connectivity, communicating vision and technique, and guaranteeing that the trains run on time. Talented in both seeing the trees for the forest, and the forest for the trees, the Program Director will be values driven and a positive manager and coach for the departments, collaboratively allowing the best of Fair Count to shine. The Program Director reports to the CEO and Vice President, and will participate in a weekly leadership meeting. **Last, the Program Director will bring to the table a nimble attitude and an entrepreneurial spirit, as Fair Count is a fast-acting organization tethered to a rapidly changing time and place, and expectations and definitions of success will be fluid as the organization grows and navigates new challenges.**

Duties of the Program Director include:

- Oversee the quality and success of all aspects of program operations, management, relationships, curriculum development, and staff and volunteer training through weekly 1:1 supervision meetings;
- Maintain a masterful understanding of all civic engagement iterations, particularly the census, elections, and redistricting;
- Ensure effective programming that meets partner, funder, and organizational standards;
- Evaluate program efficiency and report budget shortfalls or overestimates to CEO;
- Manage, coach, train and motivate a team of Fair Count staff from a positive place;
- Create program measurement tools, oversee data collection, and evaluate outcomes;
- Maintain a working awareness of grant requirements, timelines and restrictions;
- Keep staff accountable to accomplish quarterly progress toward goal completion as well as to establish goals and plans for the following year;

- Represents the organization at conferences and other public events; leading activities, speaking roles and trainings across Georgia;
- Maintain and cultivate program partnerships with other nonprofits; identifying future partners and potential opportunities;
- Attend relevant partnership meetings to connect with key stakeholders locally, statewide, and nationally;
- Visit hard to count (HTC) community sites to observe, support, and evaluate civic participation and implementation;
- Work with CEO and Vice President to identify fundraising strategies and events;
- Facilitate various meetings throughout the working week with programmatic staff, including at least one weekly All-Staff meeting;
- Maintain a working knowledge of communications, digital, and digital relational organizing tool strategy;
- Act as a strategic thought partner to Vice President and CEO for organizational growth, health, and sustainability;
- Participate in the interviewing, hiring, training, and evaluation of program staff;
- Attend and plan professional development seminars as requested; and
- Performing other duties or special projects as needed.

Desired Skills and Qualifications:

- Minimum of 5 years of working experience in a similar role;
- Experience in a leadership position on an electoral campaign;
- Ability to motivate, develop, and direct people as they work, identifying the best people for the job;
- Cultural competency to work with individuals from diverse backgrounds (having completed progressive racial equity training a plus);
- Understanding and appreciation of metrics-based endeavors, evaluations, and election efforts;
- Responsive and positive team player who enjoys versatility and constant new challenges;
- Appreciation for team building and lateral management strategies;
- Some knowledge on various civic engagement efforts both locally and nationally;
- A strong intellectual curiosity and an unfettered commitment to do good;
- A positive attitude and jovial determination in difficult situations;
- Proficient in Microsoft Suite, Google Docs, Action Network, Dropbox, Facebook, VAN, Mobilize, Twitter and other social media tools; and
- A strong commitment to racial equity and Fair Count's values.

Logistics:

Due to COVID-19, Fair Count's 25+ employees are all teleworking. Fair Count's office may open for limited office hours to limited employees no earlier than August 1, 2021. While this has created some challenges, it does open us up to hire for this position regardless of location, for now, assuming candidates can meet these criteria:

- Fair Count works on EST/EDT—and requires participation in a daily morning meeting;

- All staff members participate in several meetings throughout the day by zoom and Google Hangouts; and
- Collaborative communication is encouraged through G-chat, Signal, email, etc.

As we return to our new normal (we expect a hybrid model), Fair Count prefers that the Program Director be local, and able to meet in-person, regularly in the Atlanta office.

Generally, office hours are typically 9:00 – 5:00, Monday through Friday, however, at times evening and weekend hours will be needed to staff events, to meet deadlines and to respond to extenuating circumstances. **Such extension of hours is particularly true during heavy GOTC and GOTV endeavors and should be expected.**

When appropriate and safe, Fair Count expects that travel will be a part of work again. To that end, the Program Director should be prepared to travel throughout Georgia, and at times the nation, for meetings and trainings as needed.

Additionally, Fair Count is a 100% vaccinated workplace, as allowed for by the U.S. Equal Employment Opportunity Commission. Proof of vaccination will be required upon acceptance of job offer.

Salary & Benefits:

Fair Count offers a competitive salary and benefit package.

Application and Interview Procedure:

To apply, e-mail a cover letter, writing sample, your resume, and a list of references to Rebecca DeHart at Rebecca@FairCount.org. Please do not contact by phone.

To deliver on our mission, Fair Count hires and supports a diverse team of the best and brightest, most mission-driven people available. We value diversity. We welcome applications from candidates from all backgrounds and walks of life, and work hard to create an environment where everyone on our team feels included, involved in key decisions that affect them, and encouraged to bring their full selves to work.