



**ReflectUS Texas Program Manager  
Job Description  
April 2022**

**About ReflectUS:**

ReflectUS is a cross-partisan coalition working to increase the number of women in office and achieve equal representation across the racial, ideological, ethnic, and geographic spectrum.

**About the Position:**

ReflectUS is seeking a qualified and motivated Program Manager for the ReflectUS Texas Program. This person will be tasked with organizing and convening a diverse group of women throughout the state of Texas to support them in pursuing political leadership at the local, state, and federal levels. Additionally, the Program Manager will devise and execute strategies to address the systemic barriers Texas women face in seeking public office.

The Program Manager will be responsible for, among other things, convening county-wide, regional, and state-wide meetings of participants to create and execute a plan that gets more women into public office. The scope of this work largely includes city councils, school boards, and municipal boards and commissions; although the work will encompass the state and federal levels.

The ideal candidate thrives operating in a small team, where they would be a one-person shop and be responsible for building and maintaining a statewide network of programs and participants. A successful candidate has a good sense of humor, excellent work ethic, strong writing skills, some media and social media experience, and a willingness to step in and do whatever it takes to achieve the organization's mission and promote women in political leadership.

The role is full time; some evenings and weekends are required.

**Responsibilities (include but are not limited to):**

*General Responsibilities:*

- Build a base of Texas women interested in pursuing elected or appointed office and/or in supporting these efforts.
- Attend community, county-wide, regional, and state-wide events to network, create local and state partnerships and promote ReflectUS Texas and its work.
- Engage, educate and train a wide audience of women to advance women's representation, declare candidacy, and seek appointed and elected office.
- Oversee an evaluation and monitoring process to determine the efficiency of the work in Texas.
- Manage Texas Team, including research assistant, program interns, fellows, and volunteers.
- Communicate updates regularly with ReflectUS National staff.

*Texas Programs*

- Draft strategic plans based on the participants, partners, and stakeholders recommendations and input as well as local needs and interests.
- Host meetings and additional networking opportunities as needed to build and maintain relationships for Texas women.
- Coordinate program presentations to fulfill needs and interests of members.
- Work with women to support them in their efforts to seek appointed leadership positions, elected office, and additional leadership roles.
- Work with staff, partners, and stakeholders to recruit speakers and presenters for weekend fellowship training in key focus objectives.
- Identifying core priorities and themes for each training to meet key program objectives.
- Design training materials and curriculum for programs.
- Map political, civic, religious and service organizations to understand the organizing power, points of entry, and recruitment possibilities in Texas for each program area listed above.
- Create evaluation tools to measure the success of overall programs.
- Maintain a tracking system to reach both quarterly and annual goals to reach parity in government.
- Oversee 3 Texas Specific Programs:
  - Texas Leadership Council
  - “It Begins Here” Fellowship Program
  - She Is Qualified: A Guide to Board and Commissions

### *Texas Program Communications & Development Duties*

- Create and disseminate media, including social media, as it relates to ReflectUS Texas events, trainings, successes and other activities.
- Identify target audiences and develop strategies to expand the ReflectUS Texas Network.
- Maintain contact with Texas press and community influencers to best leverage earned media opportunities for ReflectUS Program highlights.
- As needed, develop and distribute press kits, op-eds, newsletters, and press releases for Program and Research highlights.
- Support the CEO and COO to develop funding presentations, proposals, and grant reports specific to Texas Programs.
- Support the creation of strategies for messaging to major gift donors and foundations.
- As needed, represent ReflectUS to cultivate and secure individual and major gift contributions.
- Assist with board and funder reports as they relate to the work of ReflectUS Texas.

### *Texas Research & Data Projects*

- Develop resource guides, reports, public information pieces, and other written materials.
- Conduct public awareness campaigns within Texas to create general awareness of the issue of women’s representation in government.
- Maintain a calendar of meetings for county-wide and regional ReflectUS Dallas trainings and other events.
- Create geographic subdivisions in Texas and maintain a thorough analysis of the offices in Texas and when they will be open for new candidates to pursue.
- Continue to develop “Texas Pilot Playbook” detailing processes and successes to date for potential replication in other state networks.
- Advocate for municipal, state and broader policy changes, in consultation with ReflectUS National.

- Create an online interface for Texas representation data and other information.

### **Areas of Experience & Preferred Skills:**

- 5 years of program experience in the nonprofit, private, or public sector
- Minimum of 2 years of experience in the nonprofit sector
- Exceptional writing and editing skills
- Strong presentation and public speaking skills
- Have intimate knowledge of Texas municipalities, local and state government and civic institutions
- Have strong community connections and networks in Texas
- Be extremely responsive to email and other correspondence
- Be able to manage time effectively
- Be able to manage a team
- Have an excellent work ethic
- Maintain an environment respectful of different political viewpoints and other diversities
- Experience utilizing the following softwares and applications:
  - Google Suites
  - Asana
  - Slack
  - Zoom
  - Mail Chimp
  - The Riveter
  - Calendly
  - Salsa
  - Tableau Public

### **Salary and Location:**

This is a full-time salaried position compensated between \$50,000 and \$60,000, based on experience. ReflectUS offers a full benefits package, including health benefits and IRA. The position is remote, though candidates must be based in Texas.

Interested applicants must email a cover letter, resume, and writing sample to [jobs@reflect.us](mailto:jobs@reflect.us). Applications are being reviewed on an on-going basis, but preference will be given to applicants who apply by May 1, 2022.

*ReflectUS is an equal opportunity employer. We value diversity and applicants from all backgrounds and identities are encouraged to apply.*