



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

About ReflectUS:

ReflectUS is a national, cross-partisan coalition that accelerates and maximizes the collective impact of Coalition members, people, and organizations working to expand political leadership of, by, and for all women.

About the Position:

ReflectUS is seeking a qualified and motivated Program Manager for the ReflectUS Washington Innovation Hub. This person will be tasked with organizing and convening a diverse group of women throughout the state of Washington 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 Washington women face in seeking public office.

The Program Manager will be responsible for, among other things, convening local, regional, and statewide meetings of organizations and individuals to create and execute a plan that supports and empowers more women in political leadership at an accelerated pace.

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, relational organizing 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 a part-time contract position with a plan to increase to full-time; some evenings and weekends are required.

Responsibilities (include but are not limited to):

Programs

- Support innovations to increase women's political representation in Washington as a non-partisan organization working in cross-partisan, inclusive spaces.
- Build ReflectUS organizational partnerships and Leadership Council to increase the capacity for women to serve in political leadership roles.
- Organize people, elected officials, businesses, and other nonprofits to support the mission of ReflectUS.
- Draft reports and issue briefs pertaining to Washington women's political representation.
- Track data appropriately for program evaluation and effectiveness.

General

- Support donor engagement and fund development in Washington.
- Build the profile of ReflectUS in Washington and be a strong representative of the ReflectUS brand.
- Participate in staff meetings and strategy sessions with the supervisor.
- Appropriately track work.
- Other duties as assigned.
- Build a base of Washington women interested in pursuing elected or appointed office and/or in supporting these efforts.
- Attend community, local, regional, and statewide events to network, create local and state partnerships and promote ReflectUS Washington 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 efficacy of the work in Washington.
- Manage Washington Team, including program interns and volunteers.
- Communicate updates regularly with ReflectUS National Program Director and National staff.

Washington 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 Washington 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 Washington 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 Washington Specific Programs:
 - Washington Leadership Council and Organizational Network
 - Washington specific Issue Briefs
 - Washington Heat Map

Washington Program Communications & Development Duties

- Create and disseminate media, including social media, as it relates to ReflectUS Washington events, trainings, successes and other activities.
- Identify target audiences and develop strategies to expand the ReflectUS Washington Network.
- Maintain contact with Washington 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 Washington 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 Washington.

Washington Research & Data Projects

- Develop resource guides, reports, public information pieces, and other written materials.
- Conduct public awareness campaigns within Washington to create general awareness of the issue of women's representation in government.
- Maintain a calendar of meetings for county-wide and regional ReflectUS Washington trainings and other events.
- Create geographic subdivisions in Washington and maintain a thorough analysis of the offices in Washington and when they will be open for new candidates to pursue.
- Continue to develop "Washington 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 Washington representation data and other information.

Areas of Experience & Preferred Skills:

- A commitment to the ReflectUS mission
- 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 Washington government
- Have strong community connections and networks in Washington
- Be extremely responsive to email and other correspondence
- Be able to manage time effectively
- 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
 - Calendly
 - Salsa CRM/Engage

Salary and Location:

This is a part-time contract position with the potential for full-time in the future. Salary is competitive. The position is remote, though candidates must be based in Washington.

Interested applicants must email a cover letter, resume, and writing sample to 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.