



**ReflectUS Missouri / Missouri MADE Program Manager  
Job Description  
May 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 Missouri MADE:**

Missouri MADE is a non-partisan, non-profit organization that identifies, recruits and trains women across the state to run for public office at local, state and federal levels. We are a young organization with a fast-growing base of community supporters, allies and candidates. We are hopeful that this consultant will help us build the foundation we need to bring on full-time, paid staff in the near future.

**About the Position:**

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

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.

While the Program Manager's primary responsibility is to promote ReflectUS programs, this consultant will also have programming and operational responsibilities with Missouri MADE, one of the ReflectUS state partners.

The role is part-time consultant 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 Missouri 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 Missouri women's political representation.
- Track data appropriately for program evaluation and effectiveness.

### *General*

- Support donor engagement and fund development in Missouri.
- Build the profile of ReflectUS in Missouri and be a strong representative of the ReflectUS brand.
- Participate in staff meetings and strategy sessions with supervisor.
- Appropriately track work.
- Other duties as assigned.
- Build a base of Missouri 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 Missouri 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 Missouri.
- Manage Missouri Team, including program interns and volunteers.
- Communicate updates regularly with ReflectUS National Program Director and National staff.

### *Missouri 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 Missouri 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 Missouri 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 Missouri Specific Programs:
  - Missouri Leadership Council and Organizational Network
  - Missouri specific Issue Briefs
  - Missouri Heat Map

### *Missouri Program Communications & Development Duties*

- Create and disseminate media, including social media, as it relates to ReflectUS Missouri events, trainings, successes and other activities.

- Identify target audiences and develop strategies to expand the ReflectUS Missouri Network.
- Maintain contact with Missouri 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 Missouri 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 Missouri.

### *Missouri Research & Data Projects*

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

### **About the Missouri MADE Position:**

- Working alongside the Executive Director to develop training program curriculum
- Working alongside the ED to schedule and plan both in-person and virtual trainings
- Designing and scheduling social media posts
- Creating a database of Missouri women candidates in 2022 races
- Research prospective donors and build relationships with potential donors
- Collaborate with board members to develop rural engagement strategies

### *Additional responsibilities as needed might include:*

- Editing the monthly newsletter
- Applying to grants on behalf of the organization
- Facilitating partnerships with other Missouri-based organizations
- Managing interns or volunteers

### **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 Missouri government
- Have strong community connections and networks in Missouri
- 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 Missouri.

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 June 1, 2022.

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