



Join the Movement! One Fair and Inclusive Coachella Valley

Campaign Manager

Alianza Coachella Valley seeks to hire for the position of Campaign Manager.

PROJECT BACKGROUND & DESCRIPTION

Alianza is a collaborative partnership of nonprofit and public sector organizations, residents, community groups, and youth working together to improve the quality of life in eastern Coachella Valley and build a vibrant, healthy, and thriving Coachella Valley for all.

Alianza works to transform socio-economic conditions so that people in all communities have opportunities to prosper. We:

- I. **Shape** systems to remove barriers to economic and physical health
- II. **Elevate** local resident leadership to create opportunities for civic engagement
- III. **Advocate** through resident-led issue-based campaigns that foster new leaders and collective impact
- IV. **Lead** strategy for comprehensive policy solutions for our region

ROLE

The Campaign Manager's primary function is to provide direction, coordination and strategy support for a resident-led issue-based campaign that results in improved public policies. More specifically, this position will formulate campaign goals, strategies, and actions, as well as provide day-to-day support to a collaborative of non-profit orgs (content partners) and community leaders to advance the campaign.

This position reports directly to Alianza's Director of Programs. Given the nature of the work, this position requires flexible hours as some meetings and program activities may occur outside normal office hours, on weekends, and in various locations. The primary work location is at the Alianza office in Coachella, CA. This is a full time, exempt position with benefits.

ESSENTIAL RESPONSIBILITIES

Responsibilities include, but are not limited to the following:

Campaign management

1. Provide leadership, direction, and coordination to the campaign collaborative
2. Develop and monitor campaign goals, strategies, and actions
3. Supervise and align the work of the campaign organizer to advance the campaign goals
4. Engage youth, residents, and stakeholders in activities including but not limited to following areas: Community Science, CERF, public hearings, media/storytelling, civic engagement
5. Working closely with YoC!, to coordinate the community organizing role of youth in support of the campaign. Support youth leadership development, training, and skill building in the campaign's systems and policy change methodology
6. Build alliances with strategic partners, government agencies, policymakers, and other organizations to communicate the need for ongoing investment and support of communities
7. Lead, coordinate, and/or participate in local, regional and state-wide convening, conferences, meetings, trainings, activities, and events related to campaign goals
8. Working in cooperation with the Operations Manager, provide campaign financial management tasks including coding expenditures, reviewing monthly financial reports, problem solving, and course corrections to ensure that the campaign conforms to its budget

9. Assist in fundraising for the campaign and for Alianza overall including assistance in grant writing, grant reporting, donor cultivation and solicitation activities, and identifying potential new funding sources

Campaign Grupo de Trabajo

10. Work toward the management of Campaign Grupo including planning, note taking, budget development, strategy, and implementation of campaign methodology
11. Keep Grupo members aware of developments and foster openness and transparency among members.
12. Ensure accountability of content partners including monitoring MOU deliverables and identifying problems or lack of progress. Seek solutions and course corrections
13. Coordinate the Grupo in their roles in cultivating donors, supporters, and potential funders

Communication

14. In cooperation with the Campaign Grupo Chair, regularly report to La Mesa on the progress and accomplishments of the Campaign. Seek their input and approval, as appropriate
15. Working in cooperation with the Communications Manager, support external communication of Campaign goals, methods, events, developments, and accomplishments. Ensure recognition of community leadership
16. Ensure all communication and presentations are culturally sensitive and age-appropriate
17. Maintain mailing lists, databases, and attendance records directly related to civic engagement efforts.

Documentation and Evaluation

18. Document/produce ongoing results on various collaborative tasks and prepare quarterly progress reports.
19. Collaborate with the Director of Programs to design and implement an evaluation plan for assessing progress towards campaign goals and outcomes.

SUPERVISORY RESPONSIBILITIES

The position will supervise a campaign organizer, coordinate, train, and supervise community volunteers and members of the Alianza Coachella Valley collaborative (including both adults and youth). Responsibilities will include assisting, supporting, and coordinating action plans, workflow, and identification of community needs, working closely with technical assistance providers and campaign team.

QUALIFICATIONS

To perform this job successfully, the individual must be able to manage multiple time-sensitive projects, engage a diverse team in strategy development, communicate professionally on the phone and in person, work extended hours as needed, work with minimum supervision, exercise sound judgment at all times and be at work, consistently, on a full-time basis.

The individual must be able to perform each essential responsibility satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities.

EDUCATION and/or EXPERIENCE

Graduate from an accredited college or university with a bachelor's degree in a related field. Grassroots organizing experience and knowledge of public policy is a plus.

KNOWLEDGE, SKILLS AND ABILITIES

1. Deep interest in and commitment to the vision, mission, and work of Alianza
2. Professionalism with the ability to maintain strict confidentiality and integrity
3. Strategic and visionary

4. Understanding of public policy & systems change work
5. Community Organizing skills
6. Meeting Facilitation skills
7. Creative thinker and problem-solver that is open to the insight of others
8. Demonstrated ability to develop and maintain effective working relationships and to work collaboratively.
9. Strong listening, interpersonal, networking, and customer service skills
10. Demonstrated ability to effectively manage tension among individuals and groups
11. Able to work effectively with people from diverse backgrounds and communities
12. Maintain a positive, personable, outgoing and proactive attitude
13. Excellent verbal and written communication skills
14. Effective and efficient project and time management. Able to prioritize workload and maximize resources while working on multiple projects
15. Able to gather, interpret and organize data and prepare comprehensive written reports
16. Able to travel and work evenings and weekends as required

CERTIFICATES, LICENSES, REGISTRATIONS

Possess a valid California Driver's License and verifiable automobile insurance. Have the use of a reasonably reliable automobile or equivalent vehicle for transportation to scheduled events.

SALARY AND BENEFITS

The Campaign Manager is a full-time, non-exempt position. Salary ranges between \$55,000 to \$60,000 annually based on experience. Benefits include paid vacation & sick days, medical insurance and dental. Employer match up to 5% is available for employees who participate in our retirement plan. Employees are eligible for benefits after they complete a whole 30 days of service in the calendar month.

CLOSING DATE: Applications may be reviewed on a rolling basis until the position is filled. Only qualified candidates will be asked to interview.

TO APPLY: Send application, cover letter, resume, and list of three references to: Marisa Aceves at marisa@alianzacv.org with subject header Campaign Manager



EMPLOYMENT APPLICATION

An Equal Opportunity Employer

Please Print

PERSONAL DATA

Date Last Name First Name Middle Initial

Present Address

Number & Street City State Zip Code

(____) _____ (____) _____ _____
Home Phone Mobile Phone E-Mail Address

EMPLOYMENT DESIRED

Position Applying For: _____ FT _____ PT _____ Temp _____

Are you available to for work on: Weekends _____ Holidays _____ Overtime _____

If hired, what date can you start work?: _____ Are you at least 18 years old? Yes ___ No ___

Salary Desired: _____

PERSONAL INFORMATION

Have you ever applied to or worked for our organization? Yes ___ No ___

If yes, when? _____

Do you have any friends or relatives working for the organization? Yes ___ No ___

If yes, state name(s) and relationships:

Name Relationship

Name Relationship

If hired would you have a reliable means of transportation to and from work? Yes ___ No ___

If hired, can you present evidence of your legal right to work in this country? Yes ___ No ___

Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation Yes ___ No ___

If no, describe the function(s) that cannot be performed: _____

EDUCATION, TRAINING AND EXPERIENCE

School	Name and Address	No of Years Completed	Did you Graduate?	Degree or Diploma
High School	_____ Name _____ City State Zip Code	_____	Yes ___ No ___	_____
College/ University	_____ Name _____ City State Zip Code	_____	Yes ___ No ___	_____
Vocational/ Business	_____ Name _____ City State Zip Code	_____	Yes ___ No ___	_____

Answer the following questions if you are applying for a professional position:

Do you hold any licenses/certificates for the job applied for? Yes ___ No ___

Name of license/certification: _____
License/Certification number: _____

Has your license/certification ever been revoked or suspended? Yes ___ No ___

If yes, please state reason(s), date of revocation or suspension, and date of reinstatement:

Do you have any other experience, training, qualifications, or skills that you feel make you especially suitable for work at our organization? If so, please explain:

COMPUTER SKILLS

___ MS Word Years of experience: ___ ___ GoogleApps Years of experience: ___
___ Excel Years of experience: ___ ___ PowerPoint Years of experience: ___

____ SocialMedia Years of experience: ____ Other Years of experience: ____

REFERENCES – Please list below three persons **not related to you** who have knowledge of your work performance within the last five years.

Name Occupation Telephone & Email Number of Years Acquainted

EMPLOYMENT HISTORY

Please list below all present and past employers starting with your most recent employer. Account for all periods of unemployment. **You must complete this section even if attaching a resume.**

Name of Employer

Telephone Number

Type of Business

Your Supervisor's Name

Address and Street

City

State

Zip Code

Dates of Employment: _____
From To

Your Position and Duties

Reason for Leaving

May we contact this employer for a reference? Yes ____ No ____

EMPLOYMENT HISTORY

Name of Employer

Telephone Number

Type of Business

Your Supervisor's Name

Address and Street

City

State

Zip Code

Dates of Employment: _____
From To

From To

Your Position and Duties

Reason for Leaving

May we contact this employer for a reference? Yes ____ No ____

EMPLOYMENT HISTORY (Continued)

Name of Employer

Telephone Number

Type of Business

Your Supervisor's Name

Address and Street

City

State

Zip Code

Dates of Employment: _____
From To

Your Position and Duties

Reason for Leaving

May we contact this employer for a reference? Yes ____ No ____

If not addressed, have you ever been fired or asked to resign from a job? Yes ____ No ____

If yes, please explain: _____

Please explain any gaps in your employment other than those due to personal illness, injury, or disability.

ACKNOWLEDGMENT

Please Read Carefully, Initial Each Paragraph and Sign/Date Below

_____ I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

_____ I hereby authorize the company to investigate my references, work record, education, and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the company any and all letters, reports, and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the company, my former employers and all other persons, corporations, partnerships, and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

_____ I understand that the company may require applicants for employment to take a urinalysis for drug and alcohol screening as part of the selection process, and that any offer of employment with the company is contingent upon the results of these tests being satisfactory. I understand that if I am employed with the company, it may require that I submit to a drug and/or alcohol screen if I am involved in an on-the-job accident or if the company has reasonable suspicion that I am under the influence of drugs or alcohol; and I hereby authorize the release of these drugs screen results to the company.

_____ I understand that **nothing** contained in the application, or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between me and the company. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or B and that no promises or representations contrary to the foregoing are binding on the company unless made in writing and signed by me and the company's designated representative.

Applicant's Signature

Date