

## Digital Organizing Manager - All On The Line

### JOB OVERVIEW

All On The Line and affiliates, including the National Democratic Redistricting Committee, seeks a Digital Organizing Manager to support and best accomplish the objectives of the All On The Line campaign. The Digital Organizing Manager will aid in executing All On The Line's mission to raise awareness about the harmful impact gerrymandering has on policymaking, encourage participation in activities that defend democratic ideals, and increase grassroots engagement in every step of the redistricting process. The Digital Organizing Manager will support the States Team, including State Directors, in their use of digital organizing tools, including but not limited to use of texting platforms, databases, event management tools, call and public communication tools. This person will need to be able to troubleshoot technical issues, advise staff on the use of tools, and build, write and advise scripts and public communication. The hire will also tackle special projects that arise as the needs of the campaign evolve, help manage data systems, perform administrative duties, as needed, and help inform and execute the overall strategy of the campaign. They will collaborate on projects across departments to provide the organization the tools it needs to achieve success.

### RESPONSIBILITIES

- Working closely with the Training Director to support new and ongoing organizing programs
- Designing systems to streamline the management and processes across organizing tools to ensure All On The Line and state program's objectives are achieved in various states
- Managing relationships with vendors who provide digital organizing tools
- Troubleshooting technical and other issues for digital advocacy tools
- Working closely with the States Team and collaboratively across departments to support the states in organizing strategy and tactics
- Writing and editing text, email, call and letter scripts collaboratively with states to engage supporters in advocacy efforts
- Assist in tracking contracts and invoicing of digital organizing tools
- Other duties as needed

### QUALIFICATIONS

- Experience in tools management including the ability to anticipate project needs and implement systems to address those needs
- Excellent written and verbal communication skills
- Excellent organizational skills and an ability to work independently and to manage multiple tasks
- Proven ability to solve complex issues quickly and creatively and to work across multi-layered organizations
- Previous experience building and maintaining collaborative relationships
- Demonstrated experience working in and building relationships in diverse communities

- Previous non-profit, electoral or advocacy campaign, and/or state legislative experience preferred
- Familiarity with VAN, MobilizeAmerica, GoogleDrive, Blue State Digital, Hustle or other texting platforms, and other common campaign tools strongly preferred
- A good sense of humor and a strong commitment to making the world a better place
- Other duties as needed

Salary will be commensurate with experience. The National Redistricting Action Fund (NRAF) does business as All On The Line. NRAF offers a generous benefits package, including health insurance, vacation, sick leave, and holiday schedules. The position is a full time, exempt position. Women, people of color, LGBTQ identifying persons and persons with disabilities strongly encouraged to apply.

#### EQUAL OPPORTUNITY & DIVERSITY POLICY

The NRAF is committed to building a staff that reflects the diverse communities that make up our country. The NRAF prohibits discrimination of employment, promotion, compensation, terms, conditions, or privileges of employment on the basis of gender, disability, race, age, national origin, color, creed, sexual orientation, sex (including marital and parental status), gender identity and expression, religion, economic status, ethnic identity, veteran's status, or any other basis prohibited by applicable law. This policy covers all programs, services, policies, and procedures of the NRAF, including opportunity for employment and treatment as a NRAF employee. The NRAF is an equal opportunity employer and will comply with all applicable laws prohibiting discrimination in employment.

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