



# Electoral Pipeline Manager

*OneAmerica's mission is to advance the fundamental principles of democracy and justice by building power in immigrant communities.*

**Employment:** Full-time, Exempt

**Program Area:** Organizing and Civic Engagement

**Reports To:** Political Director

**Full-Time Salary Band:** \$62,000 – \$69,000

**Location:** Seattle, WA; Vancouver, WA; Yakima, WA (Negotiable within WA)

## BACKGROUND

[OneAmerica](#) (OA) was established in 2001 by U.S. Representative Pramila Jayapal and has since grown to become a locally and nationally recognized leader in advancing immigrant, civil, and human rights. We utilize grassroots organizing, policy advocacy, and civic/electoral engagement to promote justice in three areas: immigration, education and early learning, and democracy. Our family of organizations consists of **OneAmerica** (501(c)3), **OneAmerica Votes** (501(c)4), and **OneAmerica Votes Justice Fund** (PAC).

## POSITION DESCRIPTION

OneAmerica is seeking a passionate and experienced **Electoral Pipeline Manager** to build and manage OneAmerica and OneAmerica Votes (OAV) future candidate training, mentorship, and governing program. The Electoral Candidate Development Manager is crucial to OA and OAV's vision of a multiracial democracy in electing BIPOC, working-class immigrants and refugees to School Board and State Legislative Seats to govern with our growing new American voting base to win a thriving home for all in WA State.

The Electoral Pipeline Manager will report to the Political Director and will be responsible for building and managing OA's future candidate program with a specific focus on supporting school board candidates of color. The person in this role will be responsible for managing OA's Women of Color in Education (WoCE) base group, recruit and mentor future candidates on their path to run for School Board and State Legislative seats, and coordinate a state-wide table of organizations that are developing and training candidates for public office.

The ideal candidate will bring a strong racial justice and power analysis to this work, using their skills as a confident, relational leader to build authentic relationships and developing and mentoring a up and coming leaders while managing multiple priorities with impeccable follow-through. This position can be based in our Seattle, Vancouver, or Yakima office.

## RESPONSIBILITIES

**Future Candidate Strategy, Leadership Development, and Mentorship (50%):**

- Lead on building and executing a multi-year candidate pipeline program within OA that identifies, trains, mentors, and runs our base of BIPOC, immigrant parents for school boards across WA state
- Continually cultivate and maintain intentional and authentic relationships with base community leaders across WA state who have a self-interest in running for office
- Coordinate with National Partners at People's Action, Pipeline Fund, and New American Leaders to train future candidates on their path to run for office and mentor them to prepare for their future runs for public office
- Plan and execute candidate recruitment events across the State of WA aimed at building women of color leadership and recruiting new women of color and immigrant parents to run for local office
- Hold regular future candidate cohort meetings that develop a cohort of leaders who are building a local base and organizing through our issue and electoral campaigns
- Participate in organizational trainings and activities held by OA and our partners
- In partnership with OA's communications team, build and execute a digital and ethnic media strategy which will build our list of future candidates

**Build and manage OneAmerica's Women of Color in Education (WoCE) base group (30%):**

- Build the leadership of WoCE base group leaders through identifying women of color in the education field who have a self-interest in making systems changes and propositioning them into roles in our candidate development and mentorship work
- Host regular WoCE meetings centered on the growth and leadership of members, tracking our collective goals on school board candidate strategy and integrate members into OA's issue and fieldwork
- Work with the WoCE committee to host four future candidate recruitment events a year that build a list of candidates to invite into OA's future candidate cohorts

**Build and manage OA/OAV's partner organization relationships (20%):**

- Regularly attend political events in King County, Clark County, and Yakima County to build relationships with local Democratic Party and movement leaders
- Represent OAV at the First Mile partners table to ensure candidates OAV is supporting are getting financial backing from the First Mile donor program
- Represent OA at the People's Action Candidate pipeline cohort meetings to receive support from folks across the country and align local goals with national goals
- Alongside Sage Leaders, build and manage a state-wide development and training table for future candidates

## **QUALIFICATIONS & ATTRIBUTES**

OA is seeking candidates who are passionate about building a progressive multiracial democracy in WA state by supporting community leaders from our base to run for public office. While no one candidate will embody all the qualifications below, our ideal candidate would bring:

**REQUIRED:**

- A strong analysis of power and racial equity with a commitment to build power in immigrant and refugee communities by leading with relationships
- Strong leadership and strategy skills—experience in visioning, building, launching, and managing program strategy
- Two to three years of work/education experience in electoral organizing or candidate development and recruitment
- Previous experience managing volunteer leaders
- Excellent group facilitation
- Excellent coalition-building skills and an ability to develop and maintain effective relationships with diverse allies and constituents
- A spirit of self-motivation, ownership, and collaborative initiative – ability to thrive independently and with a team, taking a project successfully from beginning to end with broad guidance
- Strong written and verbal communication, active listening, and relationship-building skills
- Ability to thrive within a fast-paced environment while maintaining effective time management, organization methods, and adapting to changing needs and priorities to successfully meet program deliverables

#### **PREFERRED:**

- Bilingual or multilingual
- Skilled communication abilities to train on organizing principles and techniques with Emerging Bilingual/English Learner populations
- Experience running for office or running a candidate's campaign for public office
- Understanding of movement politics and base building as it relates to electoral campaigns
- Deep skills in mentorship and leadership development
- Proficiency in tablet and smartphone technology and the ability to explain technology in accessible terms to individuals with limited digital literacy skills
- Proficiency with the Voter Access Network, peer-to-peer texting programs, and automatic dialing systems

#### **PHYSICAL DEMANDS**

- Ability to be on a computer for most of the day
- Access to reliable transportation and a valid Washington State driver's license are required
- Willingness to travel throughout Washington State and nationally on occasion
- Ability to travel within the state (1-2 times per month)
- Ability to hold multiple phone and/or video calls a day
- Willingness to accommodate community-based scheduling needs, such as evening and weekend meetings

#### **WORK ENVIRONMENT**

- This is a hybrid position within Washington and can be based out of our Seattle, Vancouver, or Yakima office. The organization requires employees to be in-office twice weekly on Tuesdays and Thursdays.

## COMPENSATION & BENEFITS

- Comprehensive health insurance coverage, including vision, dental, life insurance; short- and long-term disability; up to 20 weeks of family and medical leave; and more;
- Other benefits include cell phone and transportation stipends, Flexible Spending Accounts (FSA), 403(b) retirement plans and relocation packages;
- Five weeks of PTO in years 0-3, six weeks for years 4-6, seven weeks of PTO after 7 years of service;
- Three months paid sabbatical after every five years of service;
- OneAmerica is committed to work/life balance and encourages meeting-free Fridays, and Summer-free Fridays (3-day weekends for two months in the summer);
- Transparent compensation philosophy and offer cost-of-living and annual merit-based raises;
- Commitment to employee growth and advancement, including professional development investments

### Interview Process Order

- Initial phone screen interview; 30 minutes
- Panel interview via Zoom; 50 minutes
- Second panel interview via Zoom; 50 minutes. Performance task to submit beforehand.
  - All candidates who submit the performance task and attend the second interview will receive an \$85 Visa egift card for their time.
- Final interview that consists of a conversation with the hiring manager and/or Executive Director or other senior team personnel; 50 minutes

**Desired start date:** August 19, 2024

**Apply by:** July 12, 2024

Please be sure to add [notifications@app.bamboohr.com](mailto:notifications@app.bamboohr.com) to your contact list to ensure delivery of all correspondence from us.

*OneAmerica is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law.*