

NARAL Pro-Choice North Carolina is hiring for our Programs Manager position based in Raleigh. Please see the job description below for details. Job seekers may apply by sending a resume and cover letter to me at carey@prochoicenc.org.

Position: Programs Manager

Reports to: Executive Director

Location: Raleigh, NC

Summary: The manager will direct all aspects of NARAL Pro-Choice North Carolina's statewide volunteer, grassroots organizing, and community education programs. Responsibilities include community education and outreach on reproductive rights issues and volunteer recruitment, training, placement and retention. The manager will also be responsible for working with activists and partners across the state and managing the voter contact program. The position is full-time and salaried.

Responsibilities:

Community Outreach and Education

- Lead all issue campaigns around expanding reproductive justice
- Develop and implement plans for statewide grassroots organizing, which are strategic and aligned with our political and legislative programs
- Coordinate educational outreach with schools, campuses, and community groups
- Manage activist database
- Manage all aspects of community outreach events, including some materials development, volunteer recruitment, training and execution of all civic engagement activities
- Work in coalition with Blueprint NC Civic Engagement Committee, NC Reproductive Justice Coalition, NC Women United, and the local pro-choice coalition partners.

Volunteer and Intern Management

- Recruit, supervise, and adequately place interns and volunteers within the agency on appropriate projects
- Maintain contact with local colleges and universities to recruit interns/volunteers at fairs and other events
- Communicate with professors and university departments as needed

Electoral Work

- Responsible for voter education, GOTV, and voter engagement work, including recruiting and training volunteers.
- Organize and lead phone banks
- Supervise canvassers as needed
- Work with Executive Director to identify electoral targets.

Membership Development/Fundraising

- Aggressive membership recruitment is critical to this role. Encourage people to become financial supporters and members. Drive membership toward marathon givers.

- Recruit new members and Choice Action Network (CAN) activists at all community outreach opportunities and events.
- Represent NARAL Pro-Choice NC at combined state and federal campaign fundraising events through NC Community Shares.
- Co-Chair the NC Community Shares Marketing Committee.
- Look for new opportunities for contributions from large donors and small businesses, “wish list” items.

Public Speaking

- Develop a standard presentation for public speaking engagements. This may be a simple outline or include other materials and resources for a wide and diverse audience in NC.
- Be the primary contact for all requests to make presentations, appear on panels, and represent NARAL NC to public forums.
- Work with media, including drafting news releases and LTEs and contacting the media and updating the media list.

Communications

- Draft and send CAN Alerts and email correspondence to our members
- Update website periodically
- Manage our social networking sites, including Facebook and Youtube

Qualifications:

- Must support a woman’s right to choose and the mission of NARAL Pro-Choice North Carolina.
- Minimum of 2 years effective grassroots or political organizing experience, including development, planning and implementation of grassroots strategies required.
- Demonstrated knowledge of direct action organizing required.
- Experience working in and building coalitions
- Experience planning, training and conducting trainings, facilitating meetings, and facilitation of public speaking presentations.
- Excellent written and verbal communication skills.
- Ability to travel and have a flexible work schedule.
- College degree required, graduate degree preferred.

Application Deadline: This job will be posted until filled.

NARAL Pro-Choice North Carolina is an equal opportunity employer.