

# **BATTLE BORN PROGRESS** **INSTITUTE FOR A PROGRESSIVE NEVADA**

## **Job Description for Program and Partnerships Director**

### **Missions:**

Battle Born Progress, through strategic communication efforts, empowers, engages, and mobilizes Nevada voters to build a state where everyone has a fair opportunity to succeed. BBP is a 501(c)(4) non-partisan advocacy organization.

Institute for a Progressive Nevada educates, empowers, and engages Nevadans to build a state where everyone has a fair opportunity to succeed. Our legal entity is Institute for a Progressive Nevada - a 501(c)3 non-profit organization.

**Job Title:** Program and Partnerships Director

**Reports to:** Executive Director and Deputy Director

**Job Summary:** The Program and Partnerships Director leads our digital organizing programs for BBP/IPN. We are looking for a candidate who is experienced in organizing and volunteer recruitment and knowledgeable in Social Media trends and methods.

**As the Program and Partnerships Director, you are responsible for (but not limited to) the following:**

### **Responsibilities:**

- Manage digital organizers to ensure they're meeting volunteer quotas (recruitment and engagement)
- Manage message tests with the Communications Director to discern insights and create effective toolkits
- Assign toolkit creation to digital organizers based on news events and relative issue areas
- Ensure organizers are tracking their issue area(s) to stay ahead of the need for toolkit creation
- Interface with ProgressNow National on the success and challenges of the digital organizing program
- Meet with the research team weekly to craft messages and necessary message tests alongside the Communications Director
- Additional duties as assigned

### **Knowledge, Skills, & Abilities:**

- Experience managing a team
- An understanding of campaign organizing and volunteer recruitment
- Experienced in creating digital marketing components for various channels such as email, social media, etc.
- Familiarity with programs, such as ActionKit, WordPress, Powerpoint, Canva, etc.;
- An understanding of traditional communications best practices, media landscape, and narrative development;
- A strong sense for identifying and capitalizing on emerging trends;
- A genuine commitment to progressive causes and values;

- Creativity and flexibility to problem solve and engage in finding solutions around obstacles;
- Reliable transportation and ability to work long or irregular hours.

**Additional Background and Information:**

BBP (501c4) /IPN (501c3) are year-round, multi-issue, non-partisan communications, advocacy, and education organizations that serve as a voice in numerous policy issues and debates. BBP/IPN engage in short-term, rapid response and proactive, long-term messaging projects aimed at moving the public dialogue.

Due to the fast-paced nature and mission of the organization, this position requires creativity and flexibility. It is a vital part of making the team functional and successful, and I will take on a variety of roles as needs arise.

**Location:** Nevada

**Term:** Salaried full-time position, starting at \$70,000 with full benefits

**To Apply: Send cover letter, resume, and writing sample to [jobs@battlebornprogress.org](mailto:jobs@battlebornprogress.org) no later than June 19, 2024.**

***BBP/IPN is an Equal Opportunity Employer and welcomes applications from all qualified persons regardless of race, sex, disability, religion/belief, sexual orientation, national origin, involvement with the criminal justice system, or age.***