

Job Title	Voter Protection Manager
Employer/ Agency	Fair Fight Action
Job Description	<p>As the Program Manager, you will be expected to: 1. Support Fair Fight’s litigation through leading internal document review, conducting interviews with voters who experienced issues, and managing Fair Fight’s litigation-related databases 2. Maintain a high level of organization and data integrity. 3. Promote accessibility while managing confidentiality. 4. Working with the Voter Protection Director/Legal team, ensure large-scale Voter Protection projects are on track to meet goals. 5. Monitor progress of key deliverables, reviewing for quality and timeliness. 6. Recruit and manage volunteers who are assisting with projects. 7. Maintain related tracking tools, such as Google Sheets. 8. Support the Legal and Communications Advisor by conducting research into elections and voting, drafting briefs and other documents. 9. Plan and execute high-quality events with key state and national stakeholders. 10. Other projects as necessary.</p>
Qualifications	<p>The ideal candidate for this role is highly organized with strong attention to detail and meticulous follow-through (they never drop balls!) In addition, they are:</p> <ul style="list-style-type: none">• Great at prioritizing: Experienced in juggling lots of competing tasks. Someone who makes good decisions about what to do first, and how to manage their workload so key projects move forward and nothing gets dropped.• A proactive, clear, and compelling communicator: Intentional about when and how to communicate to move people to action, and how to get and share the information needed to move work forward.• Able to consistently deliver high-quality work: Ensures projects are completed with a high degree of excellence, even on tight deadlines.• Entrepreneurial and collaborative approach: Proactively identifies, raises and executes on ideas that help them and the broader team reach its goals.• A relationship builder: Able to build trust, collaboration, and strong working relationships with people across lines of race, gender, and other kinds of difference.
Salary/Hours	TBD

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Email Address	
Application Method	This position is in Atlanta, Georgia. The salary band for this position is competitive, commensurate with the quality and breadth of experience the successful candidate brings to the table. In addition, we offer paid time off and health benefits to all full-time employees. To apply, please submit: 1) a cover letter, 2) an updated resume, and 3) a sample project plan or other tool you've used to manage projects to melanie@managementcenter.org (our consultant for this search)
Opening Date	Immediately

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.