



Clean Virginia

Job Announcement: Political Director

Clean Virginia is an independent and bipartisan advocacy organization with an associated Political Action Committee that wants Virginians to pay fair prices for clean, renewable energy and believes that a more ethical and transparent state government is key to achieving that goal. The Clean Virginia team is motivated by a vision of Virginia in which power is distributed more equitably so that all Virginians benefit from a government and energy system that prioritizes people and the planet over corporate monopoly profit.

Clean Virginia is working towards this vision in three ways:

1. Work with a broad movement to engage the public about the harmful impacts of corruption in Virginia and organize communities to promote good governance and energy reform.
2. Engage in innovative research to advance the next generation of energy policy in Virginia.
3. Support Delegates, State Senators, and candidates for Virginia's General Assembly and Executive Branch who share a principled stance of refusing contributions from publicly regulated utility monopolies through Clean Virginia Fund, Clean Virginia's Political Action Committee.

This position is in Virginia. While we prefer a candidate who is located in Charlottesville or Richmond, we are open to the right candidate who lives elsewhere in Virginia. Regular travel — typically monthly — to our headquarters in Charlottesville will be required.

About Us: We are a small team of dedicated people headquartered in Charlottesville, Virginia. We are a highly collaborative staff, and we lean on the collective experience, knowledge, and skills of our team and cultivate interpersonal trust and open communication. Clean Virginia believes a staff that reflects the Commonwealth's diversity is central to our organizational goals of advancing clean governance and an equitable clean energy transition in Virginia. We are committed to 1) building an inclusive team at Clean Virginia in which diversity is deeply appreciated for its ability to strengthen teams, 2) fostering a welcoming work environment in which everyone feels safe, respected, and valued, and 3) offering equitable employment policies and benefits.

Application Instructions: The Spark Mill is conducting Clean Virginia's Political Director search. The Spark Mill is a Consulting Firm that supports organizations through change, champions diversity, equity, and inclusion while supporting agencies with strategic planning initiatives, change management, and people operations. Please submit a resume, cover letter, and three references by [filling out this form](#). We will not contact references until later in the hiring process, and not without your permission. Applications will be reviewed until May 13th, 11:59 PM EST, with screenings to follow soon after.

Clean Virginia is committed to a just, representative, and inclusive working environment and encourages people of color, women, persons with disabilities, and persons who are LGBTQ to apply.

Job description

Political Director

The Political Director develops and implements Clean Virginia's engagement in Virginia gubernatorial and state legislative campaigns including the development of campaign strategies and the allocation of Political Action Committee resources. They build and maintain relationships with candidates, political party officials, and leaders of other political action committees from across the political spectrum. They develop and oversee the political program budget, fundraising strategies, materials, and outreach and work closely with Clean Virginia's legislative and communications staff to engage key constituencies. While the Political Director will not immediately have a direct report, they will be able to hire a Political Manager at a later date.

This position reports directly to Clean Virginia's Deputy Director and requires a willingness and ability to travel around the state and work outside of traditional 9 am to 5 pm hours when absolutely necessary. Compensatory time will be allotted in those circumstances.



Duties and Responsibilities

- Directs Clean Virginia's engagement in various electoral campaigns, including the development of campaign strategies, the allocation of resources, and the supervision of political staff and consultants. Builds and maintains relationships with key political stakeholders including candidates, staff party leaders, and political coalitions. Collaborates with and gathers input from colleagues on political plans and campaigns.
- Monitors and evaluates political and electoral activity, public opinion, and the general political climate's impact on Clean Virginia's goals.
- Holds primary responsibility for the activities of Clean Virginia Fund, Clean Virginia's Political Action Committee, including liaising with compliance consultants to write and file financial reports. Works with the Executive Director and Operations Manager to maintain regulatory compliance within the electoral program.
- Manages Clean Virginia's endorsement process and supports priority candidates.
- Contributes to the team's strategic planning process and helps forge a tactical path towards shared goals.
- Manages consultants and organizers during electoral cycles.
- Works with the Advocacy Manager to develop voter mobilization and GOTV efforts during electoral cycles.
- Ensures Clean Virginia's strategic imperative of equity, justice, and inclusion is included in political organizing efforts.
- Ensures compliance with federal and state regulations regarding 501(c)(4) and PAC activities.
- Performs other duties as assigned.

Preferred Qualifications

- 5-7 years of professional experience with political campaign organizing, grassroots, or nonprofit advocacy.
- Superior communication and interpersonal skills including strong emotional intelligence.
- A passion for Virginia politics and comfort working in bipartisan spaces including working with political candidates from across the political spectrum.
- A deft ability to work with multiple stakeholder groups, enthusiasm for teamwork and collaboration, and a strong respect for your colleagues and their unique ideas and perspectives.
- Experience managing staff and demonstrated personnel management skills.
- A collegial and collaborative work style, innovative thinking, strong work ethic, enthusiastic attitude, and a sense of humor are essential.
- Strong administrative and project management skills including operational budgeting, computer word processing, database management, and relationship management.
- A flexible approach to work, with a willingness to travel for meetings with candidates, legislators, and organizers and relevant political events. Travel will be most frequent during Virginia electoral cycles and will be at the discretion of the Political Director on when it is strategic. Depending on the home base of the Political Director and current public health guidelines, travel will likely make up approximately 15 to 20 percent of the Director's time.
- Strong demonstrated interest in government ethics, climate change and clean energy, economic justice, and the overall vision of Clean Virginia.



Compensation/benefits

Clean Virginia offers a highly competitive salary and benefits package which includes:

- A salary range of \$105,000 to \$115,000 based on relevant experience.
- Generous paid time off every year: 4 weeks (20 days) of vacation, 10 sick and wellness days for physical and mental health, 15 paid holidays, and 10 days of bereavement leave.
- 12 weeks of paid parental leave for the birth or adoption of a child.
- Employer contribution of 90% of monthly premium cost for UnitedHealthcare Choice Plus Direct plan (Platinum level), including dental and vision coverage.
- Life insurance coverage.
- 401(k): Employer match of up to 5% of salary following 60 days of employment.
- Strong commitment to professional development including an allotted budget for each staff member.