



Clean Virginia

Job Description: Campaign Manager

About Us

Clean Virginia is an independent and bipartisan advocacy organization with an associated political action committee. We are working towards a Virginia where clean, affordable, and reliable energy is accessible to all, and where elected officials are accountable to the communities they serve. We believe in a government where the public interest has the biggest voice in our policy process and political system—not special interests or corporate monopoly utilities. Learn more at www.cleanvirginia.org.

Clean Virginia believes a staff that reflects the Commonwealth's diversity is central to our organizational goals. 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.

Clean Virginia is headquartered in Charlottesville, Virginia. Our full team currently works twice weekly in our Charlottesville office from March through December, and many team members meet daily in our Richmond office during the legislative session (January – March). Our in-person office time is subject to change if needed in order to meet our mission.

Job Description

Campaign Manager

Clean Virginia is helping to build a fresh, statewide coalition united around a specific multi-year campaign to get corporate money out of Virginia politics. This campaign will bring together organizations, community leaders, advocates, and supporters from across the Commonwealth to make the connection between corporate political power and rising costs impossible to ignore. Together, this coalition will:

- Connect corporate money in politics to the issues Virginians care about most, from housing to prescription drugs to utility bills, demonstrating how corporate and wealthy special interests shape policy at the expense of working families and small businesses.
- Build a broad statewide movement by engaging numerous community organizations, advocates, and supporters behind a shared policy platform.
- Make corporate money in politics a defining electoral issue, supporting candidates who commit to meaningful reform, and creating political consequences for candidates who refuse to act.
- Pass comprehensive campaign finance reform that meaningfully restricts corporate and wealthy special interest money in Virginia politics.

The Campaign Manager will be a central leader in turning this strategy into a powerful, coordinated statewide campaign. This is an opportunity for a creative campaign professional to

help build a new campaign that combines grassroots organizing, coalition building, communications, policy advocacy, and electoral strategy to shift the balance of power in Virginia.

The Campaign Manager will work closely with coalition partners and the Clean Virginia team to develop and execute innovative tactics that advance our coalition's long-term goals. The ideal partner will be comfortable working in a dynamic environment, developing strategy while also executing, and bringing people and organizations together around a shared vision. They will be a strong collaborator, an effective communicator, and a creative problem-solver who can identify opportunities, build relationships, and translate strategy into action.

This position is supervised by the Good Governance Director and works closely with the entire Clean Virginia team, as well as a growing network of external partners and coalition organizations.

Duties and responsibilities

- Support the Good Governance Director in further developing Clean Virginia's multi-year strategy to pass comprehensive campaign finance reform and coalition management.
- Plan, organize, and execute creative in-person events and grassroots actions for the campaign such as townhalls, rallies, trainings, or canvass launches.
- Collaborate with the Communications department on innovative digital advocacy actions.
- Assist coalition partners with actions and events aligned with our campaign strategy.
- Track and drive progress on priority coalition work items using project management methods. This includes sending timely email nudges and follow-ups, organizing timelines, and keeping coalition members on task to meet shared campaign benchmarks.
- Lead distributed organizing and base-building strategies for the coalition.
- Develop and manage key stakeholder relationships with existing partner organizations.
- Recruit and onboard new organizations into the campaign.
- Ensure Clean Virginia's strategic imperative of equity, justice, and inclusion is included in all campaign efforts.
- Perform other duties as assigned.

Preferred Qualifications

- At least 2 years of political, grassroots, or issue-based organizing experience. Familiarity with the nuts and bolts of organizing and successful campaigning is more important to this role than prior knowledge of campaign finance reform.
- Ability to coordinate and manage a diverse group of partner organizations toward progress on shared objectives.
- Demonstrated interest in challenging corporate power, campaign finance reform, and building people power.
- Strong written and oral communication skills.
- Experience with digital tools needed for successful community organizing, including CRMs, NGP Van, canvassing software, email outreach tools and SMS and phone banking software.
- Proven experience with event organizing and logistics.
- A collegial and collaborative work style, innovative thinking, strong work ethic, and a respectful and enthusiastic attitude.
- A flexible approach to work, with a willingness to travel and participate in programs occurring after typical business hours, particularly around the legislative and electoral calendars.
- Access to a personal vehicle and ability to travel regularly across the Commonwealth for campaign events and meetings. .

Essential Functions & Working Conditions

Clean Virginia is committed to the full inclusion of all qualified individuals. As part of this commitment, Clean Virginia provides reasonable accommodations to qualified persons with disabilities throughout the hiring process and during employment. This role will require:

- **Office Environment:** Primarily a sedentary office environment with frequent screen-based work and meetings, often in a stationary position (sitting or standing) for extended periods of time. Regularly meets with team members across different office spaces and conference rooms. An elevator is available in Clean Virginia's primary office space.
- **Equipment & Technology Operation:** Constantly operates a computer and other office productivity machinery (such as a cell phone, copy machine and printer) to process digital text, visual data and physical documents.
- **Communication:** Constantly communicates and exchanges accurate information, ideas, and data with colleagues, stakeholders, and external partners through written, verbal, and digital channels.
- **Visual Analysis:** Consistently inspects, analyzes, and assesses detailed information at close range (within a few feet) from digital texts, graphics, and reports that are primarily visual in nature.
- **Travel:** Requires periodic travel across Virginia to attend events. Must have access to reliable transportation and the ability to travel independently for extended distances.

Application Instructions

Please submit your contact information and three references using this [Google Form](https://docs.google.com/forms/d/e/1FAIpQLScYAawpdmIVEcJIXxVocldfCXXqXas3geePdDtOf3sD9uQQ3g/viewform?usp=header) Link: <https://docs.google.com/forms/d/e/1FAIpQLScYAawpdmIVEcJIXxVocldfCXXqXas3geePdDtOf3sD9uQQ3g/viewform?usp=header>.

Submitting Your Resume and Cover Letter:

- **Google Account Holders:** Upload your resume and cover letter directly within the form.
- **Non-Google Users (Yahoo, iCloud, Outlook, etc.):** Complete the form, then email your resume and cover letter to hiring@cleanvirginia.org.

Process & Next Steps

- **Review & Interviews:** Applications are reviewed on a rolling basis, with screening interviews to follow shortly after.
- **References:** We will not contact references until later in the hiring process, and never without your explicit permission.
- **Questions?** Contact hiring@cleanvirginia.org.

Equal Opportunity & Diversity Statement

Clean Virginia is committed to a just, representative, and inclusive workplace. We encourage applications from people of color, women, persons with disabilities, and LGBTQ+ individuals. We value diverse perspectives and encourage candidates to apply even if they do not meet every single qualification.

Compensation & Benefits

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

- A salary range of \$80,000 to \$100,000 based on relevant experience.
- Clean Virginia offers a competitive Total Rewards Package. This includes Health, Dental, Vision, life insurance, and much more.
- 401(k): Employer match of up to 5% of salary following 60 days of employment.
- Four weeks (160 hours) paid vacation per year; two weeks (80 hours) paid sick leave per year; twelve weeks (480 hours) paid parental leave, of which a minimum of eight may be taken consecutively, with an additional four taken either consecutively or at a later date to be determined in coordination with the employee's supervisor;
- Paid Virginia state holidays;
- Commitment to professional development, including an allotted \$2000 annual budget for each staff member.
- \$75 monthly personal device reimbursement.
- \$3000 technology allotment for purchase of computer and related hardware.
- A demonstrated respect for work/life balance, in light of the increased workload at particular times of the year.