



ANNIE'S LIST

Political and Advocacy Director Job Description

Annie's List is a political action committee whose vision is to achieve equality for women by changing the face of power in Texas. **The Training and Engagement Fund** is the advocacy arm of Annie's List. The Fund is dedicated to advancing the participation of women in the political process in Texas.

We do this by recruiting, training, supporting, and electing pro-choice women who are dedicated to advancing the self-determination, health, safety and financial security of Texas women and their families.

Annie's List promotes a progressive agenda that focuses on:

- Protecting access to a full range of sexual and reproductive health care for all women, including access to abortion
- Providing affordable and accessible health care for all Texas families
- Advancing the inclusion and protection of marginalized and disenfranchised Texans in all aspects of public life
- Creating equitable economic opportunities, wages, and working conditions for women
- Preventing violence against women and children and assisting survivors
- Supporting high quality and accessible public education for all children, pre-K through college

The Political and Advocacy Director is responsible for building and maintaining positive relationships with Annie's List incumbents, candidates, allies and stakeholders. This individual would also be responsible for the development of a strategic plan for political investments and prioritizations, candidate recruitment, training schedules and implementation, and oversight of voter engagement plans each election cycle. The position will require some travel within the state.

Major Responsibilities

- Work with the Executive Director to develop a long-term strategic plan to meet the political goals of the organization
- Identify political opportunities and geographic electoral targets for the organization
- Develop a system to recruit women candidates in targeted districts
- Guide the candidate endorsement process
- Develop and implement a process for campaign development and support for Annie's List candidates.
- Work with the Executive Director to make a recommendation to the Board of Directors on the distribution of candidate contributions.
- Maintain an internal communications system to keep donors, staff, and Board of Directors apprised of the political program's progress.
- Manage any staff assigned to campaigns as an in-kind contribution from the organization.
- Represent Annie's List before other organizations, partner groups, and individuals interested in the organization
- Develop and implement training programs for women to help them become well-rounded candidates, elected officials, and political operatives.
 - a. Develop curriculum for all learning opportunities
 - b. Schedule programs at strategic times/locations to support political strategy
 - c. Partner with allied organizations to provide additional trainings
 - d. Provide training participants with high-quality resources and networking opportunities
- Assist with donor briefing documents and investment proposals
- Develop and implement voter engagement and research projects

Required Skills and Attributes Include:

- Extensive political and campaign management experience at the state level in Texas
- Minimum of three cycles of campaign experience
- Ability to analyze election data and identify/organize potential geographic targets
- Ability to maintain positive relationships
- Ability to assess the viability and needs of campaigns
- Organizing skills necessary to build and grow the organization's relationship with ally groups, elected officials, volunteers, and donors
- A self-starter with the ability to work independently and remotely at times
- Experience in organizing and conducting campaign trainings

This job description is not intended to be all-inclusive. Annie's List reserves the right to revise or change job duties as the need arises. This job description does not constitute a written or implied contract of employment.

Annie's List is committed to diversity among staff and recognizes that continued success requires the highest commitment to obtaining and retaining a diverse staff that provides the best quality services to supporters and constituents. Annie's List is an equal opportunity employer, and it is standard policy to recruit, hire, train and promote and administer any and all personnel actions without regard to sex, race, age, color, creed, national origin, religion, economic status, sexual orientation, veteran status, gender identity or expression, ethnic identity or physical disability, or any other legally protected basis. Annie's List will not tolerate any unlawful discrimination and such conduct is strictly prohibited.