



## Voter Protection Manager

Fair Fight's mission is to advocate for election reform by engaging in voter education and advocacy activities to secure the voting rights of Georgians, along with working to advance broad progressive change in the state.

To do this, we seek a talented Voter Protection Manager to help us ensure that Fair Fight meets its ambitious goals.

### What You'll Do

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.

### Who You Are

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:

- 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.
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### **Working At Fair Fight**

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](mailto:melanie@managementcenter.org) (our consultant for this search).

*To deliver on our mission, Fair Fight hires and supports a diverse team of the best and brightest, most mission-driven people available. We welcome applications from candidates from all backgrounds and walks of life, and work hard to create an environment where everyone on our team feels included, involved in key decisions that affect them, and encouraged to bring their full selves to work. Learn more about us at [www.fairfightaction.com](http://www.fairfightaction.com).*