



JOB ANNOUNCEMENT - DEPUTY DIRECTOR

The Future of California Elections (FOCE) seeks a Deputy Director as the lead California-based staff person responsible for managing and directing the activities of a coalition of election officials, civil rights organizations and reform advocates dedicated to an open, transparent and well-functioning system of democracy in California.

Project Summary

The Future of California Elections (FOCE) Project was formed in late 2011 to examine and address the unique challenges facing the State of California's election system. California is home to the largest and most diverse electorate in the nation. In many ways, California has been a national leader in regard to elections, including improving the transparency and auditability of elections and providing election information such as sample ballots to all voters. And yet, the state still has far to go; California ranks near the bottom nationwide in the percentage of eligible citizens actually registered to vote, and current practices yield a voting population that does not mirror that of the state as a whole.

The two dozen FOCE members include election administrators, leaders of civil rights organizations and elections reform advocates. Together they represent the public servants charged with managing the process, groups representing a diverse spectrum of California voters and advocates dedicated to an open, transparent and well-functioning system of democracy in California.

Though many of these individuals and the organizations they represent had often encountered one another in debates about election policy on California, they had never been brought together to seek common ground in those areas of the state's elections. Consequently, The James Irvine Foundation, convened a series of meetings in 2011 and 2012 at which these stakeholders could discuss the strengths and weaknesses of the state's election system and collaborate on projects and proposals to improve and protect the process for all California voters.

Building on a set of guiding principles and a shared "roadmap" to reform, FOCE and its members were able to make great strides in changing the election system in California. In just over a year, FOCE members accomplished numerous goals, including:

- Enacting same-day registration (to be implemented after establishment of a statewide database, possibly 2015) and legislation strengthening and expanding the National Voter Registration Act;
- Collaborating with the Secretary of State to make many changes to improve readability and access to the state voter guide – both in print and online;
- Assisting with implementation of online voter registration, especially integrating it into websites for dozens of colleges and universities statewide; and
- Researching ways California can modernize how it selects, tests and maintains voting technology in order to support new innovations aimed at increasing participation rates and ensure that elections remain open, transparent and accurate.

With support from the James Irvine Foundation, in January 2013 FOCE members formed an independent organization (fiscally sponsored by Community Partners) to support this collaboration for the long-term. In 2013 and beyond, FOCE will be focused on building its record of broad-based consensus and success and developing new partnerships in the policymaking community.

By collaborating with each other and policymakers, FOCE members are working towards:

- Informing the development of effective elections policy and regulations that reflect the needs of voters and the practicalities of implementation;
- Helping to implement new policies through effective administration and public outreach;
- Helping local elections officials identify and adopt “best practices” that can improve voter participation;
- Developing information resources to support greater understanding of the demographic, regional and fiscal challenges in the field of elections; and
- Cultivating and maintaining broad-based support for election reforms among the public and advocates.

Job Description

The Deputy Director is a full-time position and will serve as the primary California-based staff member overseeing the activities of FOCE and its membership. In conjunction with and under the supervision of FOCE’s Director, the Deputy Director will have the following duties:

- Project Management/Member Relations
 - Primary contact for FOCE members/workgroups
 - Schedule, setup workgroup/plenary calls
 - Lead/facilitate workgroups as necessary
 - Prepare documents/briefs etc. for workgroup/plenary calls
 - Participate in/help with development of annual agenda-setting process
 - Track progress toward annual goals and achievements of each workgroup
 - Coordinate in-person convenings
- Policy
 - Track and report to FOCE members on election bills in California Legislature
 - Liaison with SOS, state policymakers and staff and other state agencies
 - Attend and report to FOCE members on election-related hearings, meetings and events in California on FOCE’s behalf
 - Participate in FOCE efforts to assist members with advocacy efforts on FOCE issues
 - Participate in FOCE efforts to assist members with testimony/lobbying materials
- Research/Information
 - Monitor developments in California/nationwide
 - Help establish FOCE Clearinghouse of election information
 - Coordinate data collection with partners (e.g. CACEO)
 - Collect data, reports from other organizations studying California (e.g. PPIC, Berkeley EARC, CCEP (California Civic Education Project at UC Davis))
 - Oversee process of publication/dissemination of data
- Communications/Outreach
 - Oversee design and setup of website/blog (likely by outside contractors)
 - Assisting with drafting/editing of FOCE publications
 - Assist with development/implementation of FOCE strategy for outreach
 - Assist with drafting op-eds, other outreach materials
 - Appear/speak on FOCE’s behalf at meetings in California as necessary

- Track and report to FOCE members on press mentions
 - FOCE
 - FOCE-related work by members/partners
- Development
 - Assist with developing budgets, materials for outreach to potential donors/funders, preparing reports to funders
 - Represent FOCE at funder meetings in California as necessary
- Other duties as specified by Director

Requirements

- Bachelor's degree or equivalent experience with elections administration or policy required; Master's degree in a relevant area or equivalent experience with elections administration or policy preferred;
- Demonstrated strong analytical and strategic skills;
- A task-oriented, self-directed style, with focus on achieving clear and ambitious goals. Demonstrated ability to meet multiple deadlines by maintaining a high level of organization. Able to develop and move projects forward with a high degree of independence and autonomy;
- Politically astute; able to understand the needs and motivations of different individuals and institutions and conceptualize win-win scenarios to satisfy multiple agendas and stakeholders;
- Excellent written and oral communications skills, including an ease in briefly summarizing the essence of issues and means to address them. Strong oral, presentation, facilitation and written communication skills. Clear, effective writing style;
- Strong interpersonal skills; able to develop and manage productive relationships with consultants, partners and others who contribute to the development of a project by anticipating possible outcomes. Excellent listening skills. Highly articulate;
- Exhibits skills of diplomacy. Able to work productively with a wide array of different people and institutions that frequently disagree with and are in competition with one another;
- Good judgment, able to justify recommendations, and be responsive, clear and firm with colleagues and partners.
- A demonstrated appreciation for the diversity of California's voting population.

Location

The primary focus of FOCE's work will be in Sacramento, CA; the expectation is that the individual hired as Deputy will be available at least one day per week in Sacramento while the Legislature is in session.

Travel

Some travel within California (up to 12 trips/year).

Salary and Benefits

Salary is negotiable based on experience. A generous benefits package will be available through FOCE's fiscal sponsor, Community Partners, Inc. FOCE is an equal opportunity employer.

To Apply

Please send resume/vita and salary requirements to info@futureofCAelections.org.