



## Civic Engagement Manager

### SUMMARY

- Position Level: Manager, Mid-Level
- Job Type: Full-Time
- Reports To: President and CEO
- Location: Remote or hybrid (office in Washington D.C.)
- Salary: \$75,000-\$90,000

The Civic Engagement Manager will oversee and manage AAPD's programs and initiatives to build the power of the disability vote and increase civic engagement in the disability community. Our main Civic Engagement programs include the REV UP Voting Campaign and the Fannie Lou Hamer Leadership Program. The work of the Civic Engagement Manager will include supervising and supporting the REV UP Coalition Coordinator, overseeing the Fannie Lou Hamer Leadership Program, and serving as a project manager for AAPD's policy advocacy work. Our office is located in downtown Washington, D.C. and our staff have the option to be remote, in-person, or hybrid.

### CORE RESPONSIBILITIES

- **Develop responsive and long-term strategies to engage the disability community in policy advocacy at the federal level**
  - Example of a responsive strategy: Briefing the community on the notice of public rulemaking around web accessibility, and leading immediate response through the public comment process, and developing an education strategy to engage, educate, and support local governments who would need to comply with the rule.
  - Examples of long term strategy issues: Allowing disabled voters across all states to use electronic remote voting is a goal, but not likely to happen in

the near future. What steps can we be taking now to push this issue forward?

- **Serve as a project manager for AAPD's policy advocacy**
  - Develop advocacy strategies for AAPD's policy priorities
  - Implement and maintain project management strategies
  - Coordinate project meetings to facilitate cross-team collaboration with AAPD's policy team, communications team, and relevant civic engagement team members
- **Build and maintain key national partnerships**
  - Includes participating in coalitions like the Students Learn Students Vote coalition, National Coalition on Accessible Voting, etc.
  - Expand AAPD's partnerships to other marginalized communities, as intersectionality is a key component of disability justice
- **Supervise the Civic Engagement Team**
  - Recruit, select, and manage the part-time coordinator for the Fannie Lou Hamer Leadership Program each summer
  - Manage the REV UP Coordinator and ensure they have the tools they need to sustain, support, and grow the REV UP coalition
  - Work with the REV UP Coordinator to recruit and hire fellows and interns to support REV UP work
- **Help grow REV UP's voting outreach and advocacy work**

In collaboration with the REV UP Coordinator:

  - Facilitate the REV UP Grant Program application and selection process
  - Plan and facilitate Disability Voting Rights Week; including taking the lead on national engagement and partnerships
  - Plan and facilitate a bi-annual or annual REV UP conference or disability vote summit
  - Plan and attend REV UP advisory committee meetings and quarterly national calls
  - Set annual goals and priorities for REV UP

- **Manage the Civic Engagement Budget and Administrative Tasks**
  - Apply for grants and maintain relationships with funders
  - Manage internal and external reporting on programs and advocacy initiatives

## **DESIRED SKILLS AND EXPERIENCE:**

- Disability Rights or Disability Justice Work
- Managing and Supporting a Team
- Civic Engagement
- Work Focused on Multiply Marginalized Communities
- Relationship Building and Interpersonal Skills
- Communications Skills (whether verbal, written, or other)
- Event Planning
- Microsoft Excel or Google Sheets
- Microsoft Word or Google Docs
- Zoom Meetings and Webinars
- Voting Rights and Accessibility Advocacy
- Coalition Building or Management
- Knowledge of Digital and Event Accessibility
- Experience with Getting Out the Vote or Other Civic Engagement Campaigns
- Project Management
- Grant writing or reporting
- Managing and developing a program budget

This is a full-time position with the option to work fully remote or hybrid. AAPD's office is located in Washington D.C.

## **TO APPLY**

Please fill out [this application form](#) , including uploading a resume and cover letter, by **January 12, 2024**. After the application deadline, AAPD will reach out to applicants who we would like to interview for the position. If you have any questions or difficulty completing the form please email [jobs@aapd.com](mailto:jobs@aapd.com) with the subject "Civic Engagement Manager."

AAPD is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, sexual orientation, gender identity, age, status as a protected veteran, or status as a qualified individual with a disability. Applicants with disabilities are especially

encouraged to apply.

## **About AAPD & REV UP**

The American Association of People with Disabilities (AAPD) is a national, cross-disability rights non-profit organization. We promote equal opportunity, economic power, independent living, and political participation for people with disabilities. Our members, including people with disabilities and our family, friends, and supporters, represent a powerful force for change.