Position Announcement and Job Description

National Director of Civic Engagement

Who We Are
The Hispanic Federation (HF) is the nation's premier Latino nonprofit membership organization. Founded in 1990, HF supports Hispanic families and strengthens Latino institutions through grant making and direct services in the areas of education, health, immigration, civic engagement, economic empowerment and the environment. Values that drive our work include equality, fairness, diversity and empathy.

Who We Seek
The Hispanic Federation seeks a National Director of Civic Engagement to manage its on-the-ground civic engagement initiatives across multiple states (New York, Florida, Georgia, North Carolina) The position will provide natural opportunities to learn and will require the ability to remain flexible and adaptable in regard to work assignments.

Position Location: New York City or Washington, DC
Reports to: President
Supervises: Civic Engagement Team

Job Duties and Responsibilities
• Manage, coordinate and implement HF’s civic engagement initiatives, including census, voter registration, voter education, and Get Out the Vote (GOTV) initiatives across the different states.
• Supervise and manage civic engagement staff and volunteers, from canvasser leads to regional civic engagement program directors (from 20-75 staff/volunteers).
• Manage community engagement and organizing at voter registration drives, voter education events, and GOTV campaigns.
• Train canvassers, volunteers, and staff on census, voter registration, voter education and get-out-the-vote.
• Utilize Civic Engagement digital technology and databases, including the Voter Activation Network (VAN), and peer-to-peer and robo-texting messaging tools.
• Ensure the high quality and success of HF’s civic engagement programs through quality control monitoring.
• Ensure compliance with federal, state, and local rules and regulations corresponding to voter registration.
• Ensure fulfillment of progress to goal for various counties and states.
• Cultivate key relationships and partnerships with community leaders and community-based organizations in Hispanic Federation’s network.
• Assist in corresponding with and reporting to funders.
• Assist with the creation of civic engagement media outreach.
• Represent Hispanic Federation in front of media regarding civic engagement.

Required Skills and Qualifications
• Minimum of a BA/BS degree and demonstrated interest in not-for-profit, civic engagement, or community organizing.
• Five - ten years of experience in non-profit civic engagement program management.
• Bilingual in English and Spanish. Writing skills in Spanish preferred.
• Willingness to travel and work additional hours to meet program goals
• Strong ability to develop work plans, manage budgets, set deadlines, oversee multiple projects and duties simultaneously, and prioritize assignments
• Excellent, well-developed verbal and writing skills are essential
• Ideal applicants will be efficient, results-oriented with high energy and exhibit an exceptional ability to work with others

Preferred Skills and Qualifications
• Self-starter with ability to prioritize work, meet deadlines, and adapt to evolving situations
• Ability to work well with a diverse group of staff and volunteers
• Strong commitment to Hispanic Federation’s mission and core values

To Apply
This is a one-year, contract, full-time position. This position will be based either in HF’s New York City or Washington, DC Offices. The salary range for this position is $100k-$125k and is commensurate with experience

To apply, please email a cover letter and resume to careers@hispanicfederation.org. No telephone calls.