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## Colorado Reproductive Health Rights and Justice Coalition Managing Director

### Position Announcement

The Colorado Reproductive Health Rights and Justice Coalition is seeking an individual to provide leadership, direction and management of the programs, projects and processes needed in advance of a ballot initiative in 2024 to protect and advance abortion access in Colorado.

This is a full-time benefited position funded through December 2024. *The hire will be an employee of the Cobalt Foundation and report to the Executive Committee of the Colorado Reproductive Health Rights and Justice Coalition.*

### **Duties include, but are not limited to, the following:**

1. Work with the Executive Committee (EC) of the Coalition to develop the strategy and implement the overall work plan. The Managing Director will directly report to the EC and its Co-Chairs.
2. Create strategic documents, including the work plan, overall strategy, messaging documents, civic engagement program and other required materials in conjunction with the EC;
3. Develop and manage the overall strategic initiative budget in conjunction with the EC;

4. Assist in outreach activities including fundraising events, staffing of surrogates at high-level events, national partner briefings, etc.
5. Receive, screen and interview all potential team members and make strategic recommendations to the EC around potential hires;
6. Work with the Administrative Manager to coordinate team calls and team assignments/functionality in conjunction with the Reproductive Health, Rights, and Justice (RHRJ) Coalition, any coalition subgroup meetings relevant to coordination of the larger strategic initiative, or until such a time that staff is hired and assumes those responsibilities;
7. Coordinate all vendor and consultant activity in conjunction with the EC;
8. Monitor, advise and manage calendar and outreach structure throughout the duration of the strategic initiative;
9. Manage planning, strategy and execution of earned media efforts and communications until such a time that a Communications Director is hired and assumes said responsibilities;
10. Participate fully in messaging strategy meetings through the duration of the initiative.

**Job requirements include, but are not limited to, the following:**

A commitment to progressive values, especially the destigmatization of abortion and the protection and enhancement of abortion rights in this critically important time.

A solid experience working on at least two ballot measure campaigns in a leadership role.

A deep understanding of the ballot measure process and elements of effective ballot measure campaigns including, but not limited to, handling earned and paid media, digital and creative strategies, statewide voter contact and targeting programs, managing consultants and staff, analyzing and synthesizing research, analytics

and polling, raising and managing large budgets, rapid response and crisis communications.

A mastered ability to delegate tasks to staff, manage up respectfully, and control the flow of information between EC and staff/team.

A demonstrated commitment to equity, inclusiveness and diversity, including having completed anti-oppression work.

Advanced knowledge of Colorado's unique political environment, news sources and outlets, political parties and legislative and executive leadership.

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***This is a full-time exempt position through December 2024.***

Salary range: \$90,000-\$120,000 with employer paid health insurance, dental, vision and retirement plan. Generous time off including paid sick leave, personal time, holidays and office closure at the end of December.

*Cobalt is deeply committed to diversity and we encourage applications that reflect diversity in age, socio-economic status, race and ethnicity, sexual orientation, geography, and expertise.*

*The application process will be managed by the Cobalt Foundation but the selection process will be directed by the Colorado Reproductive Health Rights and Justice Coalition. Applications accepted until September 16, 2022 .*

*To apply, please submit your resume and cover letter to [jesssantos@cobaltadvocates.org](mailto:jesssantos@cobaltadvocates.org).*