

RISE INDY INDEPENDENT CONTRACTOR POSITION DESCRIPTION

TYPE OF CONTRACTOR NEEDED: Field Director

CLASSIFICATION: Independent Contractor, Seasonal



To Submit for Consideration

To submit your information for consideration to be an Independent Contractor with RISE INDY, please send your qualifications, experience, and any accompanying documentation you feel is appropriate to hr@riseindy.org. If your qualifications and experience are in alignment with the contract position we are looking to hire, RISE INDY will reach out to schedule an initial conversation.

The Organization

At RISE INDY, we believe all children deserve an equitable education that prepares them for graduation and beyond. We envision a world in which every child reaches their highest potential. We want to give voice to the students and parents experiencing injustice in our system, and to align with teachers and leaders fighting to improve outcomes for children. By involving parents, teachers, students, faith leaders, and many more in conversations about education in our community, we can amplify the voices of those who might otherwise be unheard. Our mission is to improve student outcomes through community engagement, advocacy, and organizing. We believe improving schools improves the community. To realize our vision, we engage those most impacted by systemic neglect, educate policymakers on the opportunity gaps for students, and organize our community to advocate for the resources and policies that will improve public education in Indianapolis. Change should be locally led, and we must amplify all voices in our community.

Contractor Overview

The Field Director is a seasonal contractor responsible for overseeing all aspects of field operations and Get Out The Vote (GOTV) efforts for four school board races. This position requires strategic planning, strong organizational skills, and the ability to lead and motivate a diverse team of staff and volunteers. The Field Director ensures effective voter engagement, manages canvassing logistics, and drives the overall success of the field campaign.

Responsibilities

The following are the main responsibilities for this contractor.

Field Operations Management:

- Develop and implement comprehensive field plans to maximize voter contact and engagement across the four school board races.
- Oversee day-to-day field operations, ensuring all activities are executed efficiently and effectively.
- Manage the logistics of canvassing efforts, including the development of plans, scheduling, and coordination of materials.

GOTV Efforts:

- Plan and execute robust Get Out The Vote (GOTV) strategies to ensure high voter turnout in each school board race.
- Coordinate with campaign leadership to align GOTV activities with campaign goals.
- Mobilize volunteers and staff to execute GOTV activities, such as phone banking, door-to-door canvassing, and ballot chase programs.

Staff and Volunteer Management:

- Recruit, train, and supervise a team of parent leaders and volunteers to carry out field and GOTV activities.
- Provide ongoing coaching, technical support, and troubleshooting to ensure team effectiveness.
- Foster a positive and motivating work environment, encouraging high performance and commitment.

Voter Engagement:

- Utilize a variety of voter engagement strategies, including direct mail, text messaging, phone calls, and digital outreach.
- Implement innovative approaches to reach and persuade target voter demographics in each district.
- Track and analyze voter contact data to refine and improve engagement tactics.

Progress Tracking and Reporting:

- Monitor and report on the progress of field and GOTV efforts, using data to inform strategic decisions.
- Maintain accurate records of volunteer and voter outreach activities.
- Provide regular updates to campaign leadership on field and GOTV metrics.

Community and Coalition Building:

- Build and maintain relationships with community organizations, parents, local leaders, and other stakeholders to enhance field operations.
- Collaborate with coalition partners to amplify voter outreach efforts and share resources.

Event Coordination:

- Plan and coordinate field events, such as campaign forums, town halls, and community meetings, tailored to win the school board races.
- Ensure events are well-organized and effectively contribute to campaign goals.

Required Qualifications

Required qualifications for this position include:

- Proven experience in campaign field operations and GOTV efforts.
- Strong leadership and team management skills.
- Excellent organizational and logistical abilities.
- Effective communication and interpersonal skills.
- Ability to work under pressure and meet tight deadlines.
- Proficiency in using voter contact databases and other campaign technology.
- Commitment to RISE Indy's goals and values.

Preferred Qualifications

Additional preferred, but not required competencies for this position include:

- Experience in political campaigns.
- Experience with advocacy organizations, particularly in educational settings.
- Experience using NGP VAN and EveryAction.

Travel

Regular travel around the Indianapolis metropolitan area is expected to fulfill the responsibilities of this contract.

Notifications

Please note that all Independent Contractors working for RISE INDY are required to enter into an Independent Contractor Agreement that sets forth the terms of the engagement, the responsibilities of the contractor, confidentiality agreements, and other important parameters of the contractor relationship.