



FORWARD MONTANA

Missoula Field Manager

FMT is seeking a full-time Field Manager to lead grassroots campaigns to make direct change locally, develop and manage our regional field efforts, and recruit & retain volunteers and interns across a number of leadership development opportunities.

The ideal candidate is someone who's an advocate for our communities and understands what it's like to make change in Missoula. Applicants should be self-starters -- able to propose new ideas and develop projects and local campaigns that align with the needs of our generation. Applicants should have a proven ability to build reciprocal relationships with volunteers, interns, organizations, and other stakeholders in Missoula. Applicants should have a passion for making change and working on a breadth of civic and political projects that supports FMT's mission and vision.

Applicants should be committed to hitting goals in a fast-paced environment and have the ability to stay flexible with an eye towards new opportunities.

Who We Are

Forward Montana (FMT) and Forward Montana Foundation (FMF) are dedicated to engaging and mobilizing young Montanans to help shape their democracy to improve their lives and the lives of fellow Montanans. We put young people on the front lines of civic engagement statewide, basing our efforts out of Bozeman, Missoula, Billings, and the greater Flathead area.

What You'll Do

The Field Manager, who is based in Missoula and reports to the senior organizing manager, is responsible for the following:

- Developing & maintaining strategic relationships with volunteers, interns, local organizations, stakeholders, and coalition partners. Develop year-round opportunities for the greater Missoula community to engage with FMT, heightening our presence and growing our members in the region. Must be comfortable training and supervising volunteers, interns, and other regional field staff.
- Building & implementing both field & voter mobilization programs to engage young voters (18-35 YO's) in the greater Missoula area. This includes organizing candidate forums and other events, hosting engaging virtual phone banks & volunteer opportunities, and talking to voters in your community
- Implementing FMT's local & issue advocacy campaigns — with the support of the senior organizing manager, develop & facilitate relevant policy, field, and local campaigns that align with the vision and needs of young people in Missoula. This includes giving public testimony, facilitating training opportunities, mobilizing the community around key moments in the campaign, or writing newsletters or opinion pieces.

- Supervising temporary interns, the year-round internship program, and the regional volunteer program

Must-Haves

Here's what success looks like:

- **Relationship-building:** You have experience developing and maintaining strong, collaborative relationships with a diverse group of individuals. You're committed to leadership development across all of FMT's programs and understand the importance of growing our member base. You can maintain a robust volunteer program and ensure that individuals across Missoula have opportunities to interact and engage with FMT through facilitation of trainings, 1:1 meetings, events (both virtual & in-person pending COVID-19 guidance), civic holidays, and participation in our statewide events. You're comfortable managing & training peers.
- **Drive to achieve results across field & mobilization programs:** You have a track record of accomplishing ambitious goals and getting results even when there are obstacles (*think: thunderstorms during an outdoor event or running out of voter registration forms during a big event*). You set a high bar and meet it, because you think three (or 30) steps ahead to anticipate hurdles and come up with pragmatic solutions. You know how to ask for help and act as an advocate for Missoula's best interest.
- **Actively Anti-Racist:** You are committed to actively contributing to a more equitable and inclusive FMT by facilitating conversations around diversity, equity, inclusion, and justice with interns, members, and within staff. You're committed to amplifying community voices to advocate for a more progressive, just Missoula. You recognize how your own identities show up in the work and welcome, reflect on, and act on feedback with an eye towards continuous learning about race, ability, and other lines of difference.
- **Creativity & Innovation:** You are creative & innovative when developing programs for Missoula. You're flexible, adaptable, and willing to try new things. You're down to wear a costume, not afraid to talk to strangers, can conduct field work for up to 8 hours at a time, hand out stickers that say 'Give a Shit', and are committed to finding ways to make new connections.

Experience in field work (voter registration, Get Out The Vote (GOTV), or other voter mobilization efforts) are preferred, but are not requirements. We understand that the right candidate may have experience in different areas. If you don't meet all the requirements above but have an interest in learning, we encourage you to apply.

If you were the Missoula Field Manager right now, you would be:

- Cultivating new relationships and volunteers to participate in your upcoming field efforts through 1:1's at a local coffee shop
- Working on an issue relevant to your community -- testifying at a city council meeting, creating content for a digital organizing campaign, wearing a weird costume

outside of a Senator's office, or supporting an intern in writing a LTE or Opinion piece for the newspaper

- Developing the agenda for a Progressive Happy Hour & delegating roles out to your regional team & interns, ensuring your community has a place to gather and talk about what's coming up for FMT and how they can plug in
- Strategizing with the entire program team about how to tackle an upcoming voter registration goal

What Else You Should Know

Forward Montana is an equal opportunity employer and we value having staff who come from communities that are most impacted by our issues and work. We especially encourage people of color, LGBTQ2S+ people, women, and people with disabilities to apply.

- **Logistics**
 - This position is full-time and is based in Missoula
 - You must be comfortable working unconventional hours occasionally -- including nights and weekends
 - You must have the ability to travel once or twice a month, especially in the summer months (a valid driver's license is required)
 - You're comfortable conducting field work for up to 6-8 hours at a time in all weather conditions
 - This position includes both in-person and virtual components based on public health guidance around COVID-19
 - You must be comfortable being managed and building relationships with our statewide team remotely
 - There is a shared office space with other FMT staff available in Missoula

The salary for this position ranges from \$37,000 - \$40,000. Forward Montana also offers the following benefits:

- Health insurance
- Cell phone reimbursement
- Professional development funds
- Generous paid time off, including paid family and medical leave

How to Apply

Please send a resume and one-pager cover letter stating your interest in the position, why building youth-power & getting out the vote in Missoula is important, and what skillsets you'd be excited to grow & develop in this position.

If a cover letter isn't your style, try something creative! We're less concerned with the perfect cover letter and more interested in getting to know you, your passions, and what'd you bring to the position -- slideshows, videos, graphics / visuals, portfolio's, or just a more casual tone cover letter are all welcome.

Please send application materials to Erin Miller, senior organizing manager,
erin@forwardmontana.org

Applications will be accepted on a rolling basis with a preferred start date of **January 2022**.