



Modernizing Elections.
Expanding Participation.

Job Posting **Executive Director, Future of California Elections**

The Future of California Elections (FoCE)

California is home to the largest and most diverse electorate in the nation. In many ways, California has been a national leader in regard to elections, including improving the transparency and auditability of elections and providing election information such as sample ballots to all voters. And yet, the state still has far to go; California ranks near the bottom nationwide in the percentage of eligible citizens actually registered to vote, and barriers to participation yield a voting population that does not mirror that of the state as a whole.

The Future of California Elections (FoCE) Project was formed in late 2011 to examine and address the unique challenges facing the State of California's election system. The two dozen FoCE members include election administrators, leaders of civil rights organizations and elections reform advocates. Together they represent the public servants charged with managing the process, groups representing a diverse spectrum of California voters and advocates dedicated to an open, transparent and well-functioning system of democracy in California.

But while many of these individuals and the organizations they represent had often encountered one another in debates about election policy on California, they had never been brought together to seek common ground in those areas of the state's elections. With the support of The James Irvine Foundation, FoCE convened a series of meetings in 2011 and 2012 at which these stakeholders could discuss the strengths and weaknesses of the state's election system and collaborate on projects and proposals to improve and protect the process for all California voters. Building on a set of guiding principles and a shared "roadmap" to reform, FoCE and its members were able to contribute to a number of notable improvements to the election system in California.

In 2013, FoCE members agreed to support a standalone entity that would serve as a backbone organization for their individual and collective efforts. The organization assembled a staff of three, issued and awarded an RFP for research, and hosted two statewide conferences at which FoCE engaged in dialogue with key players in the state election community. Over the past two years, FoCE members accomplished numerous goals, including supporting members in a series of projects aimed at the implementation of key reforms like effective implementation of online voter registration, improving the statewide voter's guide, building an evidence base for revising California's system of selecting voting technology, engaging policymakers and the public on the impact of voting technology decisions, and expanding the pool of bilingual poll workers.

The impending election of a new Secretary of State in November 2014 marks a new era for the state's election system. In 2015 and beyond, FoCE hopes to build upon past accomplishments and anticipated advancements such as a statewide voter database, to further its goals.

Additionally, FoCE hopes to help its members engage more directly with policymakers and community leaders to identify and implement areas for reform.

The Position and Ideal Candidate

FoCE is recruiting nationally for a highly experienced Executive Director to lead FoCE. This executive level position is responsible for leading and managing all aspects of the statewide collaborative of election officials, civic engagement groups and reform advocates dedicated to improving elections and expanding participation in California. It requires a vision for the future, the ability to develop strong teams and relationships, and an individual well versed in strategic planning.

Essential functions of the position:

- Identify opportunities for members to coordinate on joint initiatives in substantive areas of interest and guide related strategy development and implementation
- Assist members in coordinating group input and partnership on member-initiated projects
- Help members strategize and coordinate outreach to policymakers and organized public
- Manage regular schedule of in-person and telephone meetings to strategize on current and future work and track implementation of previously agreed-upon goals
- Touch base regularly w/members, stay on top of emerging group dynamics
- Serve as public face of FoCE when necessary
- Oversee drafting and editing of collective documents – principles, priorities, annual goals, etc.
- Plan group’s convenings – large annual gatherings as well as smaller project-focused events
- Coordinate with and inform the strategies of lead funder, The James Irvine Foundation
- Identify and seek other sources of funding
- Manage research and consulting contracts, as needed
- Serve as subject matter expert on election administration
- Serve as point of contact/ambassador to national election community
- Oversee and manage FoCE’s website, social media channels: web, Twitter, Facebook, etc.
- Supervise team of 2-3 colleagues (Deputy Director, Project Coordinator[s])
- Serve as primary grant manager and administrative contact with fiscal agent Community Partners

The ideal candidate has:

- Ability to work well with members, nurture relationships, build camaraderie and a commitment to shared goals, and drive toward collegial consensus; strong interpersonal skills reflected in understanding of power dynamics, dissent and agreement and when to lead and when to defer; diplomacy and patience paired with the ability to be decisive.

- Political savvy – strong understanding of California political systems, processes and players; experience and contacts in California policymaking community; demonstrated ability to advance a policy agenda.
- Ability to lead an organization and advance a strategic agenda – demonstrated experience leading strategic initiatives from inception to achievement of goal.
- Knowledge of election administration and key election policy issues in California.
- Sensitivity to diverse communities and demonstrated ability to incorporate diverse perspectives.
- Experience in developing communications strategies to advance policy priorities.
- Ability to inspire and motivate members and colleagues in the field.
- A strong vision and demonstrated ability to drive toward achievement of that vision.
- A desire to collaborate closely with lead funder, particularly in order to align funder objectives with organizational priorities.
- Ability to work well with a small staff, including empowering staff to build skills and capacity.
- Strong facilitation skills with a highly engaged membership.
- An appreciation for coalition dynamics and interest in seeking regular input from members.
- Clear passion for the work and a positive orientation.
- A sense of urgency for accomplishing goals.
- A sense of humor.

Desirable Traits

Leadership, Team Builder, Political Savvy, Communicates Effectively, Knowledge Worker, High Achiever, Decision Maker, Strategic Perspective, Organizational Acumen, Demonstrates Ethical Behavior, Builds and Leverages Relationships, Development and Execution of Policies, Manages and Influences Resources, Maximizes Team Effectiveness

Minimum Qualifications

- Bachelor degree is required, and an advanced degree is preferred.
- At least five years of experience working in the California policymaking arena.
- At least eight years of experience achieving strategic goals in a policymaking, non-profit, public or private organization.
- At least three years of experience leading an organization or at least five years of experience managing staff and strategic initiatives.

Compensation and Benefits

FoCE is a fiscally sponsored project of Community Partners. Salary is competitive and commensurate with experience. Included is a competitive benefits package, including health, vision, dental, and flexible spending accounts.



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Hours, location and travel

This is a full-time position. The FoCE staff is based in Los Angeles and members are located throughout the state of California.

The Executive Director will be based in California and will regularly conduct business in both Sacramento and in Los Angeles, ideally at least four days per month in each city. Additionally, he or she will travel as needed throughout the state (estimated 10 days per year).

How to Apply

The deadline to apply for this position is November 14, 2014. Please email the following to linda.strickland@rov.ocgov.com attention Neal Kelley:

- Your resume
- A cover letter describing your interest in the position
- Five years of salary history and your desired salary for this position
- A minimum of three professional references