



## Campaign Organizer

The Environmental League of Massachusetts (ELM) Action Fund seeks a Campaign Organizer. This position is currently virtual, but when is safe to do so, will be based in a Boston office (Beacon Hill). This position is open until filled but applications will be considered on a rolling basis, so interested applicants are encouraged to apply as soon as possible.

### About the ELM Action Fund:

The ELM Action Fund helps pass laws that protect and expand the Commonwealth's environmental legacy. The Action Fund holds Massachusetts' elected officials accountable and works to build the political power of the environmental community. The ELM Action Fund is a 501(c)4 advocacy organization and has two political entities, the ELM Action Fund Political Action Committee and the ELM Action Fund Independent Expenditure Political Action Committee. It is the sister organization of the [Environmental League of Massachusetts](#) [501(c)3] and the state affiliate of the [League of Conservation Voters](#).

### Position Description

The Campaign Organizer will be responsible for running a campaign program to elect climate leaders to Municipal Light Plant (MLP) Boards across Massachusetts.

*About MLP's:* There are currently 41 MLPs in Massachusetts that deliver 14% of the state's energy to 52 communities. Each Board is responsible for their own MLP's operations, making crucial energy resource decisions, supplying clean energy, and implementing energy efficiency programs. MLP Board membership is extremely consequential. Without strong environmental champions on MLP Boards, there is little hope of making progress on climate and clean energy in these jurisdictions.

*The Role:* The position will be responsible for building and driving a comprehensive campaign plan and timeline, including working with staff, coalition partners, and candidates to ensure tasks are on track and meeting established metrics. This is a full-time, grant-funded, term position through June 2021, with the possibility of extension.

The Campaign Organizer will report directly to the ELM Action Fund Executive Director. This is a chance to join a collaborative non-profit where work and professional development are equally valued.

### Responsibilities:

1. Campaign Management
  - a. Develop comprehensive campaign plan, timeline, and metrics
  - b. Build a robust, diverse group of coalition members to support campaign
  - c. Lead ongoing calls with coalition members and candidates, including setting agendas, prioritizing outcomes and directing tasks
2. Candidate Recruitment/Support
  - a. Recruit climate minded candidates and volunteers in Massachusetts towns through outreach to voters, environmental organizations and other like-minded groups
  - b. Create written materials for candidates, including drafting press releases, policy pieces, and voter outreach scripts
  - c. Organize outreach



3. Voter Education
  - a. Plan virtual workshops in specific towns across Massachusetts, educating voters about MLPs Coalition Building
4. Database Management
  - a. Manage VoteBuilder program (a database that tracks and organizes voter and volunteer outreach)
  - b. Lead all voter outreach efforts, including mail program, texting and calls to voters in key districts
5. Report Creation
  - a. Track all activities for ELM Action Fund reporting
  - b. Develop written reports for grant updates

**Qualifications:**

1. Excellent written and verbal communication skills
2. Self-motivated
3. Collaborative working style
4. Detail-oriented
5. Experience organizing volunteers

**Salary and Benefits:**

Salary range \$4,000 - \$5,000 per month commensurate with qualifications. The ELM Action Fund offers competitive health, vacation, and sick leave benefits.

**To Apply**

Please email your resume and cover letter to Clare Kelly at [jobs@environmentalleague.org](mailto:jobs@environmentalleague.org) with the subject line "Campaign Organizer".

*The ELM Action Fund is an equal-opportunity employer and we strongly encourage applications from all interested candidates. We do not discriminate on the basis of race, ancestry, creed, religion, personal appearance, national origin, citizenship, age, gender, or sexual orientation.*